

RISK ASSESSMENT GUIDE - EXCURSIONS TO WALKA WATER WORKS

What are the tasks involved	What are the hazards and risks (what is the problem?)	Initial Risk Score	What are the control measures (Describe the control measures and how they will be used)	Final Risk Score
Moving through the site	Slips trips and falls due to uneven ground	High 10	<ul style="list-style-type: none"> • Look where you are walking • Stay clear of edges and holes • Avoid rushing over ground covered in leaf litter, branches and other visual obstructions • Be aware and careful along the edge of the lake or any other body of water • Suitable footwear 	Low 3
	Falling branches	High 10	<ul style="list-style-type: none"> • Monitor the wind speeds and assess the likelihood of branches falling. Leave the area if the risk becomes too high. Where there is evidence of broken branches hanging loose do not enter 	Low 3
	Snake and insect bite or animal encounters	Catastrophic 20	<ul style="list-style-type: none"> • No walking through tall grass. Look before stepping over or on logs or other obstacles. Students etc to be reminded not to place hands etc in holes, logs etc due to minimise potential contact with snake or other animal • Keep a phone on at all times to notify emergency services of location if bitten • Carry snake bite kit – there should be one person at a minimum in the group who is competent in the administration of emergency first aid • Walk heavily so snakes and other animals can move before you approach • Keep a long distance away from snake if found 	Low 2
	Extreme weather	High 15	<ul style="list-style-type: none"> • Seek shelter undercover during thunderstorms – move away from trees • Ensure that each member of the group has access to plenty of fluids during hot and very cold conditions to stay hydrated • Plan field work for good weather days • Avoid walking close to water bodies during wet weather. When flooding or extreme wet weather is forecast, activities to be postponed 	Low 3

Sharps/Needle Sticks	Moderate 9	<ul style="list-style-type: none"> Do a visual check of the area you are walking in and avoid putting hands where you can't see Be aware of needles and broken glass If you come across needles do not try to handle these unless you have access equipment such as a sharps container, gloves, tongs etc. Otherwise leave alone and inform Council Customer Service at earliest opportunity. 	Low 2
Sun exposure	High 10	<ul style="list-style-type: none"> Plan visits for cooler days or mornings and late afternoon Wear long sleeve shirts and long pants Apply sunscreen, wear hat and sunglasses Each student should carry water and take regular drink breaks Parents must be advised of student uniform requirements for changing weather conditions – hats, sleeved shirts, sunscreen etc must be worn Advise school to check weather forecast for the day of the excursion 	Low 3
Walking near waterways	High 10	<ul style="list-style-type: none"> When flooding or extreme wet weather is forecast, activities to be postponed. Be aware and place footing carefully along edges of water bodies. Avoid walking close to water bodies Appropriate supervision must be in place for the number of participants in the group 	Low 3
Walking throughout site – slips/falls	High 10	<ul style="list-style-type: none"> Teacher/parent supervision of student behaviour Teachers to have a map of park prior to visit Stay on designated tracks 	Low 3
Exposure to potential allergens	Moderate 8	<ul style="list-style-type: none"> Schools to closely monitor students with allergies. No first aid station is available at the site. Schools should ensure that appropriately trained first aiders are available with group 	
Drowning	High 10	<ul style="list-style-type: none"> Teacher/parent supervision of all students at all times Regular head count 	Low 3

			<ul style="list-style-type: none"> • Parents and teachers to have a map of site prior to visit • Activities near water's edge to be closely monitored 	
	Lost Child/child left behind	Moderate 8	<ul style="list-style-type: none"> • Regular head count by teacher/parent and before departure • Supervising teacher/parent of students at all times • Groups to move off as one 	Low 4
	Eye and body injury from sticks and branches	Moderate 8	<ul style="list-style-type: none"> • Look where you are going • Move low branches with hands 	Low 3
	Pedestrian/Public encounters	Moderate 8	<ul style="list-style-type: none"> • Ensure all equipment and associated work materials do not obstruct any public thoroughfare • Be aware of stepping onto cycle ways and mini railway, check for cyclists or pedestrians and mini trains • If aggressive or violent behaviour is encountered, remove students from the aggressive person and contact police 	Low 2
Traffic, vehicles and bikes	Accident leading to injury or death	High 10	<ul style="list-style-type: none"> • Look and listen before moving in areas of vehicle use, including the carpark • Walk along designated tracks • Ensure positive communication with vehicle drivers and/or cyclists 	Low 2
Blue green Algae	Respiratory problems, eye injury	High 9	<ul style="list-style-type: none"> • Don't touch water • Stay up wind of odour in case allergies are triggered 	Low 2
Public	Conflict	Moderate 9	<ul style="list-style-type: none"> • Walk away from irate people • Call police if they continue • All staff stay together 	Low 2
Wildlife	Conflict	Moderate 9	<ul style="list-style-type: none"> • Safety in numbers • Don't corner kangaroos or other wildlife • Move away • Teacher/parent supervision of student whereabouts and behaviour at all times 	Low 2