

Cascade EEC – Day Trip Risk Assessment

WHS Committee: 2023



Name of Activity:	Location of Activity	Relevant Docs
Bush Walking Short walks Earth walk Bird watching Science Field work.	Dorrigo NP, Heritage Pk Moonee Nature Reserve, Muttonbird Island NR, Coffs H Jetty, Coffs H Marina, CH Bot Gardens. Bongil Bongil NP, Cattai Wetlands. Cascade EEC. Solitary Islands Marine Park Note 1	Guidelines for the safe conduct of sport and physical activity in schools (105-111) Note 1: Other locations may be used from time to time and this risk assessment is to form the basis of the assessment of that area.

First Aid Qualifications.	Wilderness First Aid, CPR Senior First Aid	Jo Cunningham John McQueen Other Casual staff	All school staff attending the excursion to have a current first aid CPR accreditation.
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Hazards and activities	Associated Risk	Risk Rating DET 1= extreme risk. 6= Low risk.	Controls As per DET risk mgt guide.	Supervised by
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Activity	Risk	Controls
COVID 19 – hygiene practices.	Cascade EEC and surrounding areas	As per information at https://education.nsw.gov.au/covid-19 Information is ever changing. Staff are to practice measures found at:

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Activity	Risk		Controls https://education.nsw.gov.au/inside-the-department/covid-19	
Pre walk Planning	Teacher not equipped	4	<p>Check first aid, 2 way radio communication, Mobile or Satellite telephone.</p> <p>Check weather equipment (hat, sunscreen, rainwear, water)</p> <p>Check Track hazard Book. Speak with NPWS about tracks.</p> <p>Weather.</p> <p>Fitness and Experience of adult supervisors.</p> <p>Fitness and Age of student group .</p>	CEEC Staff
Pre walk Planning	Brief Visiting Teacher On tracks location and emergency procedures	4	Clear directions given to group and adult supervisors.	CEEC Staff
Bushwalk	Snake bite / Spider bite / Other bite	4	<p>Staff trained in First Aid</p> <p>Students to wear enclosed footwear</p>	All staff, Students

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Bushwalk	Sun / Heat / extreme weather conditions.	4	Water and sunscreen carried with students. Check park status with NPWS. Cancel walk if required.	All Staff, Students
Bushwalk / other location	Student falls and is injured	5	CEEC Staff trained in First Aid. Teachers attending excursion to have a current CPR accreditation. First Aid Kit available. Route checked for safety. Teachers are always supervised by teachers.	All Staff
Rocky Shore / Rock Platform walk	Sun / Heat / extreme weather conditions. Snake bite / Spider bite / Blue Ringed Octopus bite / Other	4 4	Water and sunscreen carried with students. Check park status with necessary authority. Monitor BOM for warnings. Cancel activity if required. Staff trained in First Aid Students to wear enclosed footwear. Students briefed on potential dangers and safe operating procedures.	

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All	Student behaviour / medical issues	3	<p>Visiting teachers ensure that students attending excursion have correct medication.</p> <p>Students with behaviour issues that may affect their safety or the safety of others are made known to CEEC staff. Visiting teachers ensure appropriate supervision of students during excursion.</p>	<p>CEEC staff</p> <p>Visiting staff.</p> <p>Parents.</p> <p>Teachers aides.</p> <p>Students</p>
	Exposure	6	Students equipped with day pack and wet weather gear.	Visiting staff, students.
	Extreme weather	4	<p>See critical incident plan for severe storms</p> <p>Cancel or change activity as required.</p> <p>Check weather conditions prior to walk.</p> <p>Notify SED.</p>	CEEC Staff
	Bush fire	3	<p>See critical incident plan for fires. Ring alarm, move to assembly area, follow instructions.</p> <p>Centre may “lock down” Call 000 fire brigade.</p>	CEEC Staff

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			Do not attend day trips where high level risk is evident. Put contact numbers on program, and have schools give A/h contact to CEEC. Notify SED.	
During activity	Injury while walking	4	Staff to be trained in First Aid. Staff to carry first Aid Kit. Students to be warned about traffic on Cascade Ck road bridge and are to cross together. Groups to stay together whilst walking along road. State Forests inform truck drivers that Cascade has groups in the area. Local area traffic signs in place. Groups to stop and stand off road when log trucks or other motor vehicles pass.	All Staff, Students
	Large numbers of students	4	Employ one staff CEEC member per 30 students. Aim for maximum adult : student ratio of 1:15. Utilise visiting teachers and parents to assist in group safety and behaviour management.	All staff, Parents All CEEC staff

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			Encourage schools to bring smaller group sizes if possible.	
	Student lost or separated from group	6	Staff to undertake briefing to cover safety issues. If two staff members, then one is at beginning and one at end of group.	All staff, Students
	Exposure to sun / dehydration	4	Encourage students to drink before and after walk Students to wear sunscreen and a hat.	All staff
	Bush fire	3	Talk to rangers about park status. Cancel walk if required. Take action as per critical incident plan.	CEEC staff
	Severe storms	3	Talk to rangers and / or curators about park status. Cancel walk if required. Take action as per critical incident plan.	CEEC staff

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	Incidental and site specific factors. (Farms, beach, forest, lake conference venues)	3	Visits to farms, conference venues, schools, dynamic sites or single use areas, where machinery, people, natural processes, animals and other risks may be encountered. Where a pre-visit is no possible, contact site manager and discuss potential risks and methods of addressal. Brief group on arrival to site	CEEC staff, site specific personnel.
	Vege Gardens. Students cutting fingers, breathing compost fumes, getting upset tummy.	2	Wear masks if required, Gloves if planting, Wash hands before eating or drinking	CEEC staff Visting students and staff
	Sand art / Ochre Students get sand in their eyes	1	Students follow procedures as demonstrated.	CEEC staff students and staff