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| **Name of Activity:** | **Location of Activity** |  | **Relevant Docs** | |
| Bush Walking  Short walks,  Dip netting  Earth walk  Bird watching | Cascade NP, Dorrigo NP,  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 | Geoff Tomlins  John McQueen  Jo Cunningham  Trevor Creighton  Other staff | All school staff attending the excursion to have a current 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** |
| Activity | Risk |  | Controls |  |
| Pre walk Planning | Teacher not equipped | 4 | Check first aid, 2 way radio communication Mobile telephone where possible.  Check weather, equipment (hat, sunscreen, rainwear, water)  Check Track hazards. Speak with NPWS or SFNSW about tracks if necessary.  Gauge fitness and Experience of adult supervisors.  Gauge fitness, Age and Ability of group. | CEEC Staff |
| Pre walk Planning | Brief Visiting Teacher  On tracks location and emergency procedures | 4 | Clear directions given to group and adult supervisors. Pre walk briefing conducted.  Serious allergies / illnesses / conditions ascertained and managed as appropriate. | CEEC Staff |
| Bushwalk | Snake bite / Spider bite / Other bite | 4 | Staff trained in First Aid.  Visiting staff trained in CPR.  Students to wear enclosed footwear. | All staff, Students |
| Bushwalk | Sun / Heat / extreme weather conditions (Fire, Wind, Storm, Rain, Cold) | 4 | Water and sunscreen carried with students.  Check park status with NPWS, SFNSW and RFS if required.  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.  CEEC and visiting school to supply.  Route checked for safety as required.  Students are always supervised by teachers. | All Staff |
| All | Student behaviour / medical issues | 3 | Visiting teachers ensure that students attending excursion have correct medication.  Students with medical or behaviour issues that may affect their safety or the safety of others are made known to CEEC staff prior to activities. Visiting teachers ensure appropriate supervision of students during excursion. | CEEC staff  Visiting staff.  Parents.  Teachers aides.  Students |
|  | Exposure | 6 | Students equipped with day pack and wet weather gear if required. | Visiting staff, students. |
|  | Extreme weather | 4 | Cancel or change activity as required. Usually in term 1 or 4 change the Box Ridge walk to the morning to miss afternoon storms.  Check weather conditions prior to walk via BOM and Essential energy storm tracker.  Notify school principal and SED and WHS directorate as required. | CEEC Staff |
| All Activities and time | Allergens | 1 | Schools attending with students / staff or others with allergens have informed Cascade staff.  Caterer informed in the case of dietary allergens.  Particular type of allergen and management whilst on camp is discussed.  Staff complete training as required.  Epi pens are clearly labeled as in date. A stock of recently out of date Epi pens is kept, these are clearly labeled. | CEEC staff.  Visiting School staff.  CEEC staff.  CEEC staff and visiting school staff.  CEEC staff.  CEEC staff. |
|  | Bush fire | 3 | See critical incident plan for fires. Ring alarm, move to assembly area, follow instructions.  Centre may “lock down” .  Call 000 fire brigade.  Notify SED and other agencies as per Bush Fire plan.  Visiting staff are shown emergency action plan in kitchen.  Visiting staff are shown “Bushfire” folder in kitchen. | CEEC Staff |
| Activity | Risk |  | Controls |  |
| During all activities | Injury while walking / riding | 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 edge of road.  State Forests inform truck drivers that Cascade has groups in the area. Local area traffic signs in place. Call Trucks on VHS during camps.  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 if required. Aim for suitable adult : student ratio of, this will depend on group usually 1:15.  Utilise visiting teachers and parents to assist in group safety and behaviour management.  Encourage schools to bring smaller group sizes if possible. | All staff,  Parents  All  CEEC staff |
|  | Student lost or separated from group | 6 | Staff to undertake briefing to cover safety issues.  When there are 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, during and after walk.  Students to wear sunscreen and a hat. | All staff |
|  | Bush fire | 3 | Talk to rangers about park status if required.  Cancel walk if required.  Send students home early.  Take action as per critical incident plan.  If a fire is approaching the Centre, move to assembly area, if safe, stay in classrooms if not, wet down areas, remove flammable items from windows. | CEEC staff |
|  | Severe storms | 2 | Prior to walk.  Talk to rangers and / or curators about park status.  Check BOM, Storm tracker, internet sites.  View and observe local area.  Cancel walk if required.  If caught in a storm students are to stand apart, away from trees, insulate themselves from the ground if possible (stand on their backpack), crouch down and wait until the storm danger has passed. Staff are to reassure students, and assist them to feel safe. | CEEC staff |
|  | Students falling into the creek. | 5 | Brief students prior to dip netting to keep their feet on the flat area, to walk.  Prior to the activity make sure students are wearing old shoes. | CEEC staff |
| **Activity** | **Risk** |  | **Controls** |  |
| **AFTER Activities** |  |  |  |  |
|  | 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.  Send students home early.  Take action as per critical incident plan.  If a fire is approaching the Centre, move | CEEC staff |
| Activity | Risk |  | Controls |  |
| **Low Ropes Course** |  |  |  |  |
| Spotting training | Students don’t spot each other properly | 4 | Conduct spotting training prior to ropes course  Monitor students during activity | CEEC Staff or accredited staff |
| Supervision | Visiting adults are not qualified to supervise low ropes course | 4 | Train visiting teachers and adults to become supervisors. Record this training on a Cascade EEC low ropes training sheet and/ visually assess and brief supervising adults | CEEC Staff or accredited staff |
| Bushwalk to site | Snake bite / Spider bite / Other bite | 4 | Staff trained in First Aid  Students to wear enclosed footwear | All staff, Students |
| Bushwalk to site | Sun / Heat / extreme weather conditions. | 4 | Water and sunscreen carried with students.  Check park status with BOM.  Cancel walk if required. | All Staff,  Students |
| All | Student behaviour / medical issues | 3 | Visiting teachers ensure that students attending excursion have correct medication.  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. | CEEC staff  Visiting staff.  Parents.  Teachers aides.  Students |
|  | Extreme weather | 4 | See critical incident plan for severe storms  Cancel or change activity as required.  Check weather conditions prior to walk. | CEEC Staff |
|  | Bush fire | 3 | See critical incident plan for fires.  Centre to have a “lock down” Call 000 fire brigade. | CEEC Staff |
|  |  |  |  |  |
| During activity | Injury while walking | 4 | Staff to be trained in First Aid.  Staff to carry first Aid Kit.  Students to be warned about Cascade Ck road bridge and are to cross together.  Groups to stay together whilst walking along road.  Groups to stop and stand off road when log trucks or other motor vehicles pass. | All Staff,  Students |
|  | Large numbers of students on low ropes course | 4 | Employ one CEEC staff member or accredited low ropes facilitator per 30 students. Aim for one parent / adult with each group of students on the low ropes course. (E.g. 5 elements = 5 groups = 5 adults)  Utilise visiting teachers and parents to assist in group safety and behaviour management.  Encourage schools to bring smaller group sizes. | All staff,  Parents  All  CEEC staff |
|  | 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 |
|  | Student falls from low ropes | 3 | Train students how to spot correctly.  Staff trained in current industry standard.  Students display responsible spotting methods.  Adult / Teacher supervision during course. | CEEC Staff  Visiting teachers,  Students, accredited staff. |
| **Senses Track** | Blind folded students | 4 | Brief students on how to guide each other safely. Demonstrate this. Students must walk during this activity. Where able 1:1 guides or in small groups with an adult guide. | CEEC Staff  Visiting teachers,  Students, accredited staff. |
|  | Students in larger groups may not be in vision of teachers on Senses track. | 4 | Brief students that if they hold the rope they will not become lost. | CEEC Staff  Visiting teachers,  Students, accredited staff. |
| Activity / event | Risk |  | Controls |  |
| Mountain biking at Cascade.  Cycling on single track | Various Crash mechanisms associated with MTB on single track. Slippery roots, clip a tree, slippery surface etc. | Moderate | Track briefing to participants.  Next rider support injured person.  First aid kit on site.  First aid qualified person/s at event.  Communication available on track and from event to emergency services where possible.  Assess track condition prior to riding. | All participants.  First aid officer.  Teachers |
| Cycling on single track | Crossing a bridge or other constructed item | Moderate | Adhere to IMBA construction guidelines.  Brief riders on track.  Pre training and skills development. | Track builders. Cascade staff. |
| Bike handing skills | Participants are able to handle bike. | Minor | Train participants in bike handling including braking, cornering, down and uphill riding, riding on uneven surfaces.  Choose tracks suitable for student level of skill. | Cascade staff.  Students |
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| Cycling on single track | Major medical event for participant  (Heart attack, stroke, life threatening event etc.) | Major | First aid qualified person/s on site.  Communication available on track where possible and/ or from activity to emergency services.  Participants have undergone preliminary training at school or prior to riding single track.  Information on pre-existing medical conditions is sought from participants.  Cascade Base station is activated; ride leaders carry UHF radios and/or mobile phones on remote rides. | All participants.  First aid officer.  Teachers |
| Bites and stings | Snake / insect / spider bite | Major | First aid kit on site.  First aid qualified person/s at activity  Communication available on track and from event to emergency services or Cascade when possible.  Participants have permission from school and parents to participate in mountain biking.  Parents have seen and signed a disclaimer. | Event coordinator.  All participants.  First aid officer. |
| Natural disaster | Bush fire | Major | Cycle in low fire risk areas Eg rainforest.  Do not cycle on extreme or catastrophic days. | Cascade staff  All participants. |
|  | Flood | Major | Do not cycle near flooded creeks etc. | Cascade staff.  All participants. |
| Track Building | Use of tools, manual work, lifting, dehydration | Minor | Brief students on correct digging, lifting manual handling procedures. Wear PPE.  Work in teams on the tracks. Carry food, water, emergency first aid kit. | Cascade staff.  All participants. |