

Work Health and Safety Risk assessment plan

Proforma Risk Assessment Plan for Visiting Schools to
Gibberagong Environmental Education Centre

School/workplace				Condition, task, activity or event	General risk assessment for excursions with Gibberagong Environmental Education Centre
Principal/workplace manager					
Assessed by		Date		Location	Bobbin Head and Rainforest Walk
Approved by		Date		Review date	
WHS Risk Register update		Date		Prepared in consultation with	Gibberagong EEC Teachers WHS Directorate

NOTE: This proforma is provided by Gibberagong EEC as advice to assist teachers in their risk management planning for excursions run by Gibberagong EEC staff.

It is the responsibility of the visiting school to complete their own risk assessment. If the visiting school considers the procedures detailed below to be suitable then they may add them to their own risk assessment when submitting for sign-off. Please contact the centre to discuss any special circumstances or proposed changes.

Risk Management

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after control s	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s ?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Inadequate training for the treatment/management of illness, injury or emergency situations	Illness, injury to students and staff	3	All Gibberagong EEC staff are accredited DoE teachers with current first aid, e-emergency care, CPR, perform water rescues and anaphylaxis. All staff attending are trained in e-anaphylaxis, CPR and e-emergency care. At least one visiting teacher should be trained in first-aid. For visiting schools where appropriate, specialist school staff to hold current qualifications for the specialised care of students with additional needs.	2	Gibb EEC staff Excursion coordinator Visiting school staff	Prior to excursion	
Illness or injury during excursion, including COVID-19	Students/staff become ill or injured on the excursion Student/staff contract a disease, including from COVID-19	6	Gibberagong and visiting schools' staff have the required training (see above). Attending schools communicate their special and health requirements to Gibberagong EEC before commencement of the excursion. Individual health care plans and medications are to be brought for any student/staff that require them. This information is required to be communicated with Gibberagong EEC teachers. Gibberagong EEC staff carry first-aid kits, a general use adrenaline autoinjector and a Ventolin inhaler.	4	Gibb EEC staff Excursion coordinator Visiting school staff	Prior to excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after control s	Responsible	Due	Complete
			Visiting school is required to bring a school first aid kit, relevant student medical information and medicine and emergency contact details for students. Gibberagong EEC staff carry and refer to the Field Emergency Management Plan in the event of an emergency. Visiting school provides Gibberagong EEC with all participating school staff mobile phone numbers and email addresses at the time of booking or shortly after. Attending class teachers, volunteers and support staff will be given a briefing on WHS and Field Emergency Plan briefing upon arrival to the excursion. Classroom teachers carry mobile phones and provide their phone numbers to EEC staff during WHS briefing. Schools to communicate to their school community if a student or a teacher is unwell on the day of the excursion, we ask they do not attend. Arrange for pick up by parent or school staff if unexpected illness of student during excursion. Activate contingency plans for situations where a sick person is in an area with rugged terrain that is not immediately accessible. Gibberagong EEC documents injury and illness on a register and reflects and actions on incidents in a timely manner. Refer to: https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid				
Injury or illness during heavy rain	Students/staff are injured during	4	Gibberagong EEC and visiting school discuss poor weather forecast and contingency plans. The excursion may be modified, postponed or cancelled.	2	Gibb EEC staff Excursion coordinator		