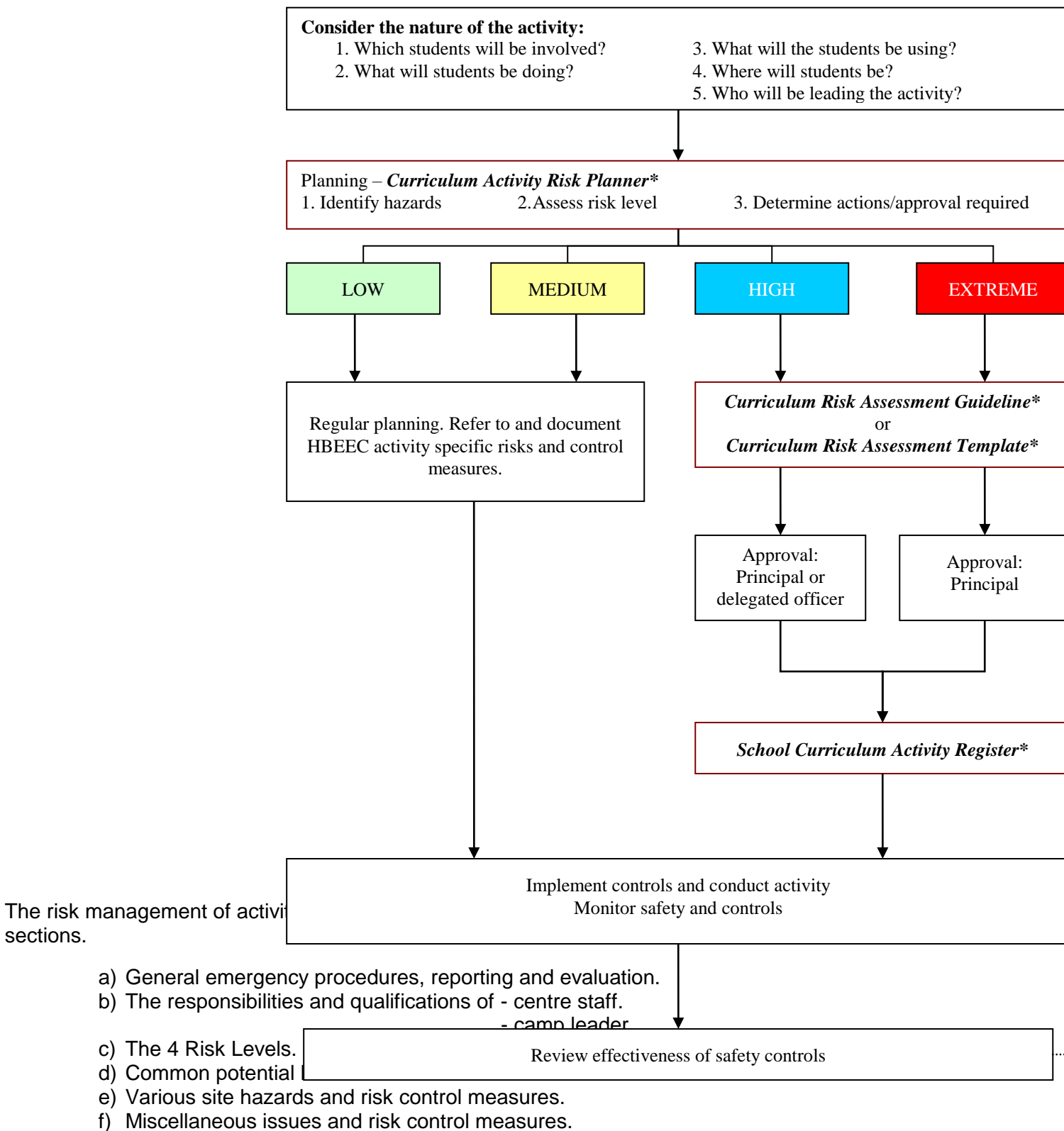


# RISK MANAGEMENT OF ACTIVITIES

## HBEEC Curriculum Risk Management Flowchart



### PLEASE NOTE:

The camp leader or teacher-in-charge is expected to familiarise themselves with all relevant activities and the risk management of each. Failure to do so may be perceived later that their risk management was inappropriate. Provided they have used the risk management process and have consulted with the correct sections of the PPR they would be regarded as having made the decision of a “reasonable person” and therefore as having discharged their “duty of care”.

Accidents can and do happen so the list of activities at HBEEC and risk assessment of each is there only as a guide of the potential hazards that may be present. Common sense and suitable supervision MUST play a major role in the management of any activity on or off campus.

## **(a) GENERAL EMERGENCY PROCEDURES, REPORTING & EVALUATING**

### GENERAL EMERGENCY PROCEDURES:

By Centre Staff, Unit Support Officer, Camp Leader, Teacher and/or Parents.

- Remove victim from danger and assess the state of the patient.
- Assess if ambulance or other aid is required & summon help - ring 000
- Provide First Aid Basic Life Support as required.
- Continue until medical help arrives or until the emergency has passed.
- Take control of other students and assemble in a safe area - keeping calm.
- Instruct an adult or senior student to meet and direct emergency help if summoned.
- Ensure supervision of other students and assist person in charge until help arrives.

### REPORTING:

Centre Staff and camp leaders must ensure that accidents and incidents that impact the centre's activities are reported and, where required, investigated.

### EVALUATING:

After reporting, and if need be investigating, the centre principal and/or camp leader promptly initiates the necessary actions to correct the situation/activity to a safe and acceptable standard.

## **(b) RESPONSIBILITIES & QUALIFICATIONS**

### **(i) CENTRE TEACHING STAFF'S RESPONSIBILITIES & QUALIFICATIONS**

Centre Staff should implement the Health & Safety Policy by:

- approving the intended activities.
- referring camp leaders/teachers to their responsibilities Web Site, Risk Management and PPR Health & Safety & CARA.
- providing training for teachers/leaders if requested after they have checked their responsibilities.
- providing the necessary information on intended activities.
- ensuring safe work practises are maintained.
- providing safe and healthy facilities and equipment.
- ensuring special needs groups are catered for where practical.
- ensuring that accidents and incidents are investigated, action taken & recorded.
- ensuring staff are adequately trained to complete assigned tasks safely.
- ensuring staff have formal qualifications if required by PPR & CARA.

## (ii) CAMP LEADER/TEACHER'S RESPONSIBILITIES & QUALIFICATIONS

Camp Leaders and/or teachers are responsible for the health and safety of students while at the Holloways Beach Environmental Education Centre by:

- referring other teachers and adults to their responsibilities (see relevant sections of Web Site)
- approving the involvement of other teachers for activities.
- providing adequate and appropriate supervision for students during the entire time they are on site.
- ensuring students with special needs are considered in Workplace Health & Safety issues.
- ensuring that accident/incidents are investigated, action taken and recorded.
- making sure they are registered teachers.
- having knowledge of the activity (previous involvement) and potential hazards.
- having a current First Aid Certificate or have sound knowledge of First Aid.
- being confident that an experienced adult is responsible and competent to be left in charge of groups of students.
- assessing the risk of intended activities and forming suitable and appropriate risk management to minimise hazards.
- ensuring adults have formal qualifications if required by CARA.

## (c) THE 4 RISK LEVELS

Inherent Risk Level		Action Required / Approval
Low	Little chance of incident or injury.	Manage through regular planning processes
Medium	Some chance of an incident and injury requiring first aid.	Document controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . Consider obtaining parental/carer permission.
High	Likely chance of a serious incident and injury requiring medical treatment.	A <i>Curriculum Activity Risk Assessment</i> is required to be completed. Principal or head of program (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . Obtaining parental permission is recommended.
Extreme	High chance of a serious incident resulting in highly debilitating injury.	Consider alternatives to the activity. A <i>Curriculum Activity Risk Assessment</i> is required to be completed. Principal approval prior to conducting this activity is required. Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .

		Parental/carer permission must be obtained for student participation.
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Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

**(d) COMMON POTENTIAL HAZARDS & RISK CONTROL MEASURES**

IDENTIFYING COMMON POTENTIAL HAZARDS	RISK CONTROL MEASURES	BY	
		EEC Staff	Camp Leader
<b>actions by public</b> (injury to students from interaction with the public on the beach or on tracks around the centre)	Students & accompanying adults/teachers instructed re: the centre's boundaries, stranger danger etc.	✓	✓
	Well-defined boundaries maintained by EEC staff.	✓	
	Cabins all have security screens, security doors and security lights.	✓	✓
	Students bring insect repellent to camp.		✓
	Insect repellent to be applied (min. 3 times a day) ie – <ul style="list-style-type: none"> <li>• after breakfast</li> <li>• after lunch</li> <li>• following afternoon tea</li> </ul>		✓

<p><b>biting midges - sandflies</b></p> <p>( general discomfort to students from infected midge bites)</p>	<ul style="list-style-type: none"> <li>• &amp; maybe late afternoon if required</li> </ul> <p>Students strongly advised to bring suitable clothing (see <i>Holloways Beach Facilities Information and Guidelines Section 3.10</i>).</p> <p>Teachers refer to Health and Safety Policy and Draft Procedures Section 2.11 (Mosquito &amp; Sandfly Information &amp; discuss with students).</p> <p>Students advised of the possibility of discomfort &amp; infection caused by sandfly bites and how &amp; where to apply insect repellent.</p> <p>Student's legs are inspected daily to check for bites. &amp; action taken if required eg: wearing long pants.</p> <p>A suitable soothing cream available in fridge for children with allergic reactions to bites.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>IDENTIFYING COMMON POTENTIAL HAZARDS</b></p>	<p><b>RISK CONTROL MEASURES</b></p>	<p><b>BY</b></p>	
		<p>EEC Staff</p>	<p>Camp Leader</p>
<p><b>dangerous behaviour</b></p> <p>(potential for serious injury from a variety of sources)</p>	<p>Students instructed on behaviour requirements:</p> <ul style="list-style-type: none"> <li>• in class as pre visit discussion.</li> <li>• during orientation talk with centre staff</li> <li>• during activities if warranted.</li> </ul> <p>Continuous misbehaviour see Behaviour Management Policy (Health and Safety Policy and Draft Procedures Section 2.12)</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>dangerous plants, animals or insects</b></p> <p>(students bitten or stung by a variety of plants or animals when walking, investigating or collecting in the bush)</p>	<p>Leader &amp;/or other adults certified or proficient in First Aid.</p> <p>Basic First Aid Kit to be carried by adult.</p> <p>Main First Aid Kit in office.</p> <p>Students wear appropriate clothing eg. shoes, long pants, long sleeved shirts.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>dog attack</b></p> <p>(students attacked by a dog while doing Beach Art, beach walks, walks on tracks etc)</p>	<p>Students instructed not to encourage contact with dogs.</p> <p>Students to gather together with accompanying adults and move away from area until dogs have passed.</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>lost</b></p> <p>(students become lost while bush walking and subsequently suffer exposure to the elements)</p>	<p>Students given adequate training &amp; briefing before walk.</p> <p>Procedures in place to keep students together and supervised.</p> <p>Relevant safety equipment on hand ie. mobile phone, compass, maps &amp; appropriate clothing.</p> <p>Check weather conditions.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>marine stingers</b></p> <p>(students stung by a marine stinger)</p>	<p>Students not to access ocean water's edge without teacher supervision.</p> <p>Vinegar in red post on top of beach near track access to beach for serious stings.</p> <p>Cold packs/ice available for less serious stings.</p> <p>Ocean Swimming in front of HBEEC only during NonStinger Season</p> <p>Swimming at other times only in stinger enclosure.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>medical conditions</b></p> <p>(leader unaware of potentially serious medical condition of students)</p>	<p>Teachers collect, summarise medical conditions (on Alert List) from Consent Form.</p> <p>Teachers check school-based records for any additional medical information.</p> <p>IHP, EHP and Action Plan/s for students with special health needs made accessible to all supervising adults and all recommendations</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

	followed.		
<p><b>mosquitoes</b></p> <p>(general discomfort and distraction from mosquito bites or the transmission of mosquito borne viruses)</p>	<p>Students advised to bring insect repellent.</p> <p>Students advised to bring suitable clothing (see Holloways Beach Facilities Information and Guidelines 3.10)</p> <p>Camp leaders/teachers refer to Health and Safety Policy and Draft Procedures Section 2.11 (Mosquito &amp; Sandfly Information).</p> <p>Students advised of the possibility of infection from mosquitoes.</p> <p>Cabins, kitchen, admin areas all screened.</p> <p>Wet areas inspected on a regular basis.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
IDENTIFYING COMMON POTENTIAL HAZARDS	RISK CONTROL MEASURES	BY	
		EEC Staff	Camp Leader
<p><b>snake bite</b></p> <p>(students are bitten by a snake)</p>	<p>Students advised on the:</p> <ul style="list-style-type: none"> <li>• dangers of snakes</li> <li>• likelihood of seeing a snake</li> <li>• procedure to follow if confronted by a snake.</li> </ul> <p>First Aid Kit and trained personnel taken on any walks of any distance away from the centre.</p> <p>Mobile phone carried if any distance from the centre.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>solar radiation</b></p> <p>(students become dehydrated and/or sunburnt)</p>	<p>Hats to be worn whenever outside.</p> <p>Supplies of water available - electric water cooler on kitchen verandah, taps near steps of cabins.</p> <p>Sunscreen SPF15+/30+ to be applied by all participants.</p> <p>Suitable clothing to be worn - no singlets, brief tops etc.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>syringes</b></p> <p>(injury or infection sustained by students during an activity where hypodermic needles may be found)</p>	<p>Education on the dangers of syringes and what to do (adults only to remove if found - Sharps Bin in office).</p> <p>Visual display of an example of a syringe.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>

**(e) Specific potential Site Risks**

IDENTIFYING POTENTIAL SITE HAZARDS	RISK CONTROL MEASURES	BY	
		EEC Staff	Camp Leader
<p><b>CYCLONES</b></p> <p>(Damage to property and personnel from high winds &amp; sea)</p>	<p>Cancellation of all camps/camp finishes early.</p> <p>Maintain access to updated weather reports.</p> <p>Tie down all loose items, tape all windows.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>FIRES</b></p> <p>(Fire breaks out in the facilities at the EEC)</p>	<p>Electric smoke alarms (with back up batteries) fitted to each sleeping cabin &amp; checked monthly.</p> <p>Fire extinguishers installed in all buildings.</p>	<p>✓</p> <p>✓</p>	

	<p>Fire evacuation plan developed &amp; displayed prominently in admin, kitchen and cabins.</p> <p>Facilities kept free from combustible material.</p>	✓	✓
<p><b>TREES</b></p> <p>(Branches or coconuts fall from trees onto students or adults)</p>	<p>Annual inspection of trees and palms, if required de-nut palms &amp; lop dead trees or branches.</p> <p>Ongoing vigilance by EEC staff.</p>	✓	✓
<p><b>ELECTRICITY</b></p> <p>(Students electrocuted after contact with electricity)</p>	<p>Installation of an ELCB/RCD into switchboards for all areas (Checked Monthly).</p> <p>Main power board remains secure.</p> <p>Waterproof electrical wiring around the aquarium area.</p> <p>Maintain external power outlets in good order.</p>	✓	✓
<p><b>INJURIES FROM KITCHEN AREA</b></p> <p>(Students suffer burns, food poisoning and or cuts from their time in the kitchen.)</p>	<p>Students supervised by an adult at all times if and when in the kitchen cooking area.</p> <p>Fire blankets and extinguishers installed.</p> <p>Gas cut off switch installed.</p> <p>Cross infection procedures in place, hand washing, food storage, using utensils for one purpose at a time etc.</p> <p>Students instructed on infection control, use of sharp utensils &amp; general rules of the kitchen cooking area.</p>	✓	✓
<p><b>HIGH SET BUILDINGS</b></p> <p>(Students running into the corners of cabins causing injury to same.)</p>	<p>Students instructed not to run, play or access the beach between buildings.</p> <p>Installation of Hazard Net into relevant areas.</p> <p>Gardens installed around cabins &amp; other buildings to deny student access.</p>	✓	✓

**(f) Miscellaneous Issues and Risk Control Measures**

IDENTIFYING POTENTIAL MISCELLANEOUS HAZARDS	RISK CONTROL MEASURES	BY	
		EEC Staff	Camp Leader
<p><b>ABDUCTION / HOSTAGE SITUATIONS</b></p> <p>(Students abducted by strangers, estranged parents or injured by same.)</p>	<p>Adequate supervision provided at all times.</p> <p>Staff awareness of strangers on site.</p> <p>Student awareness of strangers on site to be raised.</p> <p>HBEEC staff to be advised of potential conflicts by school staff.</p>	✓	✓
<p><b>LITIGATION</b></p>	<p>Department's usual policy will stand, ie no insurance but</p>		

<p>(Parents of injured child sue for negligence)</p>	<p>departmental employees protected by concept of Vicarious Liability.</p> <p>Principal and P&amp;C of school attending camp endorse activity via the Variation to School Routine process, or similar.</p> <p>Teachers and other adults involved in the activity to read the relevant Risk Assessments.</p>		<p>✓</p> <p>✓</p>
<p><b>THEFT AND FRAUD</b></p> <p>(Employee, visitor or outsider breaks into the EEC and steals money and/or equipment)</p>	<p>Correct audit procedures in place for all financial operations, eg. audit trails for the receipt and banking of all monies.</p> <p>Banking done on a weekly basis.</p> <p>All buildings locked when not in use.</p> <p>Security installed into main administration building (security screens).</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>