

Name of workplace: Brewongle EEC

Name of workplace manager: Steven Body

Risk assessment focus: Day Visits

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Travel	Arrival / departure of vehicles	Visitor busses and cars park in Brewongle carpark near hall	3	Speed limits, parking and safety signs displayed	BEEC Staff attending teachers	Arrival/Departure
	Alighting on and off a large bus, mini bus or car	Driver is responsible for directing passengers to alight on/off vehicle	5	Vehicles must come to a complete stop, apply park brake before students/staff alight	Drivers, BEEC Staff, attending teachers	
	Removal and/or storage of bags and equipment	Teachers to instruct students to wait for bags to be removed from vehicle	5	Driver and teachers to distribute all bags and equipment	Drivers, attending teachers	
	Movement of passengers to and from arrival / departure point	Teachers to instruct students about movement to and from arrival/departure point	5	All passengers to remain within assembly point until instructed	BEEC Staff attending teachers	
Equipment	Inappropriate use of equipment	BEEC staff to provide clear instructions and demonstrations	5	Equipment to be labelled with instructions regarding use	BEEC Staff	Before and during BEEC scheduled activities
	Faulty equipment	BEEC staff to assess equipment prior to use	6	Faulty equipment is set aside and labelled for repair or disposal and not used Turn radios on and check in with office and other users before	BEEC Staff	
	Dangerous equipment eg water/soil testing chemicals, solar oven	Staff to instruct students in use of equipment	5	Always used in a controlled setting under strict guidance. MSD Sheets are in Admin office	BEEC Staff	
All visiting schools are to provide all necessary medications and equipment, including; epi-pens and ventolin (preventers and relievers)						
Medication	Administering of medication / first aid	Visitors to provide necessary medication and trained staff to administer	5	All instructions to be written down to ensure that any staff member of accompanying adult may be able to follow	Attending teachers	Before visit

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	Appropriate medication available	Ensure students bring medication with them	5	Ensure students bring medication with them and BEEC to maintain Ventolin and Epi-pen in date	Attending teachers	Before visit
Medication	Appropriate first aid available	Visiting school to provide well equipped kits, BEEC also have kits on site	6	Visiting teachers to be made aware locations of all first aid-kit and de-fib machine	BEEC Staff Attending teachers	During visit
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	Notification on arrival of students with medication/behavioural issues – monitor throughout visit BEEC staff to sight epi-pen if required. BEEC has epi-pen on-site.	3	Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers to be held by attending teachers.	Attending teachers	Before and during visit
Food / Catering	Food poisoning and / or contamination	Kitchen, equipment and food preparation to meet WH&S standards	5	Staff to be trained in food prep and WHS standards	Catering staff/ parent helpers /attending teachers	Before and during visit
	Injury from sharp object	Clear guidelines and appropriate training of staff and visitors	5	All storage locations of sharp objects identified and labelled		
	Allergic Reaction	Dietary and medication requirements to be presented to BEEC prior to visit	5	Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers are to be located in a secure location in the BEEC Kitchen	Parent helpers/ attending teachers	

Plan prepared by: Steven Body (Relieving Principal)

Prepared in consultation with: Kate Kilgour (Teacher), Susan Price (Teacher), Robyn Peek (Teacher), Kate Futrell (Teacher) and Shelley Brown (SAM)

Date Reviewed: May 2017

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Very Unlikely	
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed	Likelihood – is an estimate of how probable it is for the hazard to cause harm.			

Legend (as a guide only)

- 1 Extreme risk; action to rectify the hazard should commence immediately
- 2 High risk; action to rectify the hazard should occur within 48 hours
- 3 Medium risk; action to rectify hazard should occur within 7 days
- 4 Low risk; action to rectify hazard should occur within 14 days
- 5 & 6 Minimal risk, action to rectify hazard should occur within 21 days

*SOP: Standard Operating Procedure

**Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)

Communicated to: Centre staff and visiting teachers

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

