


Risk Management Plan

Camping & Kayaking at Brewongle EEC

Hazard / Risk	Hazard / Risk Identification	Risk	Elimination or Control Measures
Travel	Arrival / departure of vehicles Alighting on and off a large bus, mini bus or car Removal and/or storage of bags and equipment Movement of passengers to and from arrival / departure point	4 5 5 5	Speed limits, parking and safety signs displayed Vehicles must come to a complete stop, apply park brake before students/staff alight Driver and teachers to distribute all bags and equipment All passengers to remain within assembly point until instructed
Equipment	Inappropriate use of equipment Faulty equipment Dangerous equipment eg: water/soil testing chemicals, solar oven	5 6 5	BEEC staff to provide clear instructions and demonstrations BEEC staff to assess equipment prior to use Always used in a controlled setting under strict guidance. MSD Sheets are in Admin office.
Environment	Trip / fall whilst on bush tracks Loss of contact with group during hike Bites / stings / allergic reactions from animals / plants Exposure to extreme weather conditions – hot / cold Sun Safety Immersion in water	3 5 3 3 3 4	Regular maintenance of tracks, instructions and supervision Appropriate teacher to student ratios First aid kits (epi-pens etc), two way radios, instructions and supervision Weather assessment - program adjustment - postponement if necessary Slip, Slop, Slap Instruction, supervision and appropriate teacher to student ratio
Medication	Administering of medication / first aid Appropriate medication available Appropriate first aid available Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	5 5 6 3	Visitors to provide necessary medication and trained staff to administer Ensure students bring medication with them Visiting school to provide well equipped kits, BEEC also have kits on site 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.
	All visiting schools are to provide all necessary medications and equipment, including; epi-pens and ventolin (preventers and relievers)		
Food / Catering	Food poisoning and / or contamination Injury from sharp object Allergic Reaction	5 5 5	Kitchen, equipment and food preparation to meet WH&S standards Clear guidelines and appropriate training of staff and visitors Dietary and medication requirements to be presented to BEEC prior to visit
Accommodation	Overnight supervision of students Use of cabins and tents Child protection issues Movement outside of cabins and tents during night time Exposure to the extreme heat or cold	5 6 4 5 5	Visiting teachers are briefed on their responsibilities after BEEC hours Teacher instruction, guidance and supervision when using tents or cabins Same sex cabins and appropriate teacher to student ratios Teachers and students made aware of set boundaries around cabins and tents Students advised prior to visit of appropriate clothing and sleeping equipment
Showers / Toilets	Use of showers and toilets Movement between amenities and cabins	6 6	Visiting teachers to ensure students conduct themselves in a safe and sensible manner Appropriate lighting and footwear to be worn

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Camp Activities	<p>Hike to Lagoon and Hawkesbury River Sport at Nearby Oval Pedestrian danger from vehicle movements whilst hiking along and / or crossing roads</p>	3 2	BEEC staff will lead hikes to lagoon and oval, first aid kits will be carried at all times Appropriate ratios of teachers to students and strict control guidelines
	<p>Trip / fall from walking / hiking along bush tracks Loss of contact with group during hike Bites / stings / allergic reactions from animals / plants Exposure to extreme weather conditions – heat / cold Stranger danger</p> <p>Wildlife Presentation</p>	4 5 3 3 4	Regular maintenance of tracks, instructions and supervision Appropriate teacher to student ratios First aid kits (epi-pens etc), two way radios, instructions and supervision Weather assessment - program adjustment - postponement if necessary Appropriate ratios of teachers to students and strict control guidelines
Campfire	<p>Risk of injury / illness / burns due to:</p> <p>Restocking fire with wood Student being too close to fire Running / tripping Snake / insect bite Strong wind, sparks Fire out of control</p>	4 6 4 5 6 4	<p>BEEC staff ensure fire pit is maintained properly Visiting teachers/students have read campfire safety instructions before activity</p> <p>Restocking the fire with wood is to be done by the supervising teacher Fire is supervised by teachers constantly whilst it is alight Students are advised that the campfire area is strictly a 'walking' area Visiting teachers and students are given a Snake/Insect Safety briefing before activity BEEC staff informs teachers of current weather/fire bans and cancel activity if necessary BEEC staff inform teachers of the location of a water source to fully extinguish after use</p>
	<p>Inappropriate use of equipment</p> <p>Faulty equipment</p> <p>Hit by paddles</p> <p>Collisions with other craft, water users and other solid objects</p> <p>Manual Handling</p>	5 6 4 2 3	<p>BEEC staff to provide clear instructions and demonstrations and maintain staff to student ratio. BEEC staff to assess equipment prior to use Ensure all participants are aware of the dangers of wielding paddles in confined spaces</p> <p>BEEC staff to assess all equipment prior to use</p> <p>If canoes are 'rafted up' paddles are to be placed inside the canoes when not required If splashing is allowed, participants are warned to be careful when other canoes are within close range Vigilant supervision by instructor throughout the session</p> <p>Participants made aware of motor craft dangers on river and instructed to remain in close proximity to each other between boundaries set by BEEC staff. Boundaries are clearly defined during the briefing Participants are asked to not deliberately crash into other canoes Friday's to be avoided as they are a little busier on the river for watercraft</p> <p>Use sufficient people to share the load and move the canoes or equipment when required Care is to be exercised when emptying water from swamped canoes</p>
Kayaking Environment	Slip – Trip – Fall when getting in / out of the canoe	3	Instructor to demonstrate correct procedure for getting in & out of canoe Correct footwear must be worn at all times Area to be checked for hazards prior to use
	Participant slipping / falling when on river edge	4	Hazardous areas of river perimeter are highlighted (rocks, steep slopes, mud) Appropriate footwear to be worn at all times
	Capsize (fall) from canoe/kayak	2	All participants instructed on what to do in event of capsize. Correctly fitted Personal Flotation Device (PFD) and shoes to be worn at all times.
	Participants trapped under canoe/kayak after capsizing	3	All participants instructed on what to do in event of capsize. Correctly PFD and shoes to be worn at all times.

Kayaking Environment	Fingers crushed / squashed between canoes/kayaks Bites / stings / allergic reactions from animals / plants	4 3	When 'rafting up' participants are warned of the danger and instructed to be careful of fingers First aid kits (epi-pens etc), two way radios, instructions and supervision
Kayaking Environmental Exposure	Natural Extremes – lightening, flood, cold, gale force winds, tide, bushfires Exposure to extreme weather conditions – hot / cold Sun Safety Immersion in water Injury from dehydration Injury from broken glass and sharp objects Extreme /Catastrophic Fire Danger Rating	1 2 3 3 1	Eliminate/minimise by monitoring weather/fire and tides before and during journey. www.bom.gov.au for weather check, www.rfs.nsw.gov.au for fire. Weather assessment - program adjustment - postponement if necessary Ensure appropriate clothing for conditions Slip, Slop, Slap PFD fitted to all paddlers. BEEC staff aware of measures to prevent hypothermia Eliminate by regular rest stops, carrying of minimum 4 litres of water and training on regular water consumption. Wearing of correct footwear, hazard identification and pre-training. Site assessment for submerged objects/current/water quality by BEEC staff. Trip to be cancelled in event of this FDR forecast.
Emergency Procedures	BEEC staff to familiarise visiting teachers with BEEC Emergency Procedures and location of emergency procedures folder and contact numbers which are located in the Camp Kitchen, Teacher Accommodation Facility, 1878 Classroom and the Administration Block. BEEC Principals mobile phone number is on these posters and at the bottom of this page. Visiting school has a vehicle and mobile phone available and on site at all times. Visiting school to bring First Aid Kit, BEEC staff to also inform them of where our kits are.		
<p>Plan prepared by: Steven Body (Relieving Principal) Prepared in consultation with: Kate Kilgour (Teacher) and Shelley Brown (SAM) Communicated to: Brewongle staff, casual teachers on arrival and to visiting teachers via the booking confirmation package prior to visit. Teacher / Approved Adult to Student Ratio not to exceed 1:10 <u>Teacher / Approved Adult to Student Ratio: six canoes (1:12) or eight kayaks (1:8) are to be on the water at any time per instructor. There must be one (1) qualified teacher or instructor to every twelve (12) students.</u></p> <p>For more information: https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm</p>		<p>Risk Matrix: 1 = Extreme 2 = High 3 = Medium 4 = Low 5 & 6 = Minimal</p>	
<p>Monitor & Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an accident or a significant change occurs.</p>			

AFTER HOURS EMERGENCY CONTACT – Steven Body 0416 748 239