

Port Phillip EcoCentre Risk Register for Educational Activities

Completed 12 January 2020 by Karen Jones

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
Student impacted by moving vehicle while crossing roads or on pier, leading to injury or fatality.	<ol style="list-style-type: none"> 1. Cross roads at designated crossings 2. Cross roads in groups. 3. When on Pier keep to left and warn students of approaching vehicle 4. Staff member at both front and back of group to assist in crossings and walking between activities. 5. Parent or class teacher to assist with car / traffic control 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<ol style="list-style-type: none"> 1. PPEC staff moves remaining group to safe spot and calls 000 while teacher (who retains Duty of Care) applies First Aid. 2. PPEC provides pastoral care if needed for other students. 3. PPEC calls PPEC office to report incident and gain extra assistance if required. 4. Incident report written up.
Student impacted by heat, fatigue, dehydration or air quality-related asthma.	<ol style="list-style-type: none"> 1. Weather is checked a few days prior to excursions and excursion coordinator discusses options with class teacher if concerned: <ul style="list-style-type: none"> • Activities for U18 and over 65 participants will be amended or cancelled if temperatures over 30 degrees (Vic Heat Health Threshold – Central region) OR Air Quality Index is Poor/Unhealthy for Sensitive Groups 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<ol style="list-style-type: none"> 1. PPEC staff to support Teacher who maintains Duty of Care. 2. PPEC staff to move group to shaded area and supply water. 3. Class Teacher to provide First Aid to affected student, with assistance from PPEC staff if required. 4. Excursion amended or discontinued if Class Teacher feels

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

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	<ul style="list-style-type: none"> All outdoor activities will be amended or cancelled if temperatures is above 35 degrees; Air Quality Index is Poor/Unhealthy or lower; thunderstorms or high winds forecast (eg risk of blowing sand, falling branches, waves or floods) If Air Quality Index is Very Poor/Unhealthy or Hazardous/Very Unhealthy, activity will be cancelled. Activities with <u>any</u> water contact cancelled for 48 hours after flash floods and/or if EPA Beach Forecast is POOR <ol style="list-style-type: none"> Booking includes information on school Duty of Care, advises water bottles, hat, sunscreen, appropriate clothing Break for water and refills 					it is appropriate. 5. Incident report written up. Education Manager will make the call.
Student has tactile or consumption contact with allergen, triggering anaphylaxis.	<ol style="list-style-type: none"> PPEC staff includes at least one EpiPen-trained Excursion groups asked to specify any special needs when booking excursion All excursions are held in metro area – within estimated 8 minute emergency response. PPEC staff will carry a mobile phone. Gloves and other PPE provided to prevent skin contact eg shells and compost 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	<ol style="list-style-type: none"> Class teacher retains Duty of Care and applies First Aid treatment as required Class teacher administers (or for older students, the student themselves) EpiPen immediately. If required, PPEC staff call 000.

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						4. PPEC staff may offer back up EpiPen if necessary. 5. PPEC staff gather class group and supervise.
Student is bitten or has an allergic reaction from insects/ spiders / marine animal / dog/ other animals	<ol style="list-style-type: none"> 1. PPEC staff to avoid known areas with biting insects/ spiders/marine animals/ dogs 2. Safety briefing conducted at beginning of activity to make students aware of potential species and risk. 3. Advise students to stay on paths and to not put hands where they cannot see, including crevices and holes 4. If a dog is off leash PPEC staff or teacher is to ask dog owner to put dog on leash. 5. Activities at West beach (a designated dog off-leash beach) are located away from the dog area 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor (generally)</p>	<ol style="list-style-type: none"> 1. Class teacher retains Duty of Care and applies First Aid treatment as required 2. Check for known allergic reactions 3. Apply icepack to bite for insects and spiders. Identify insect/ spider/marine animal if possible 4. Monitor for worsening of conditions and call 000 if necessary
Student injured due to contact rubbish (eg broken glass in sand) or natural items (eg tree branch) or other item (eg opening/ closing compost lid).	<ol style="list-style-type: none"> 1. Sites checked prior to session to remove obvious hazards. 2. Students are provided tongs and/or gloves. 3. Students are instructed not to put hands where they cannot see, and not to pick up sharps or broken items. 4. Students not allowed to walk barefoot (e.g. on beach) and appropriate footwear to be worn. 5. Demonstrate how to use equipment, eg how 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<ol style="list-style-type: none"> 1. Have cut-resistant glove set and tongs within equipment. 2. Class teacher retains Duty of Care and applies First Aid treatment as required.

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	to open/ close compost lids					
Student injured when using tools to make insect hotels or nest boxes	<ol style="list-style-type: none"> 1. Safety briefing at the beginning of the session to make students aware of risks and safety 2. Demonstrate how to use each tool and item of equipment. 3. Correct PPE to be provided and worn eg gloves, ear protection, eye protection 4. Adult to student ratios complied with 5. Adult supervising at all times 6. Tools maintained, sharpened and serviced regularly. Tools checked at the start of each session 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	Class teacher retains Duty of Care and applies First Aid treatment as required.
Student gets splinter from handling natural plant or wood materials.	<ol style="list-style-type: none"> 1. Gloves or tongs provided if deemed necessary 2. Students are not allowed to place hands where they cannot see 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	Class teacher retains Duty of Care and applies First Aid treatment as required.

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Student slips or trips or falls in water.	<ol style="list-style-type: none"> 1. Safety briefing at the beginning of the session making students aware of trip and slip hazards. Briefing to include staying away from water and edge of pier 2. Groups keep to designated paths and walkways 3. If climbing over rocks, demonstration given on how to climb with 3 –points of contact and low centre of gravity 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<ol style="list-style-type: none"> 1. Class teacher retains Duty of Care and applies First Aid treatment as required. 2. If student has fallen into water, PPEC staff to support teacher to remove student from water while ensuring remaining students are relocated to a suitable location with adult supervision 3. 000 to be called if necessary
Class Teacher or PPEC staff requires first aid following an incident, leading to EcoCentre staff providing first aid.	<ol style="list-style-type: none"> 1. PPEC staff includes at least one First Aid Level 2 2. Bring travel First Aid basics kit including ice pack, triangle bandage. 3. PPEC staff record any known medical issues and share with team. 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<ol style="list-style-type: none"> 1. PPEC staff to apply First Aid as required to fellow staff member of Class Teacher. 2. Other adults in group supervise excursion students. 3. PPEC staff to call PPEC office to inform and get extra assistance if required.
Public acting inappropriate, threatening or intoxicated around student group impacts	<ol style="list-style-type: none"> 1. Sites checked prior to session to avoid unstable people, dangerous crowds 2. Teacher and PPEC staff have mobile phones and emergency contact list 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p>	<p>Treat</p> <p>Monitor</p>	<ol style="list-style-type: none"> 1. If incident occurs, students are removed from the area with their teachers to another location 2. 000 to be called if necessary 3. Short debrief with students

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the students.				Rare		and teachers to maintain calm and continue on.
Student lost from group.	<ol style="list-style-type: none"> 1. Count group at beginning of session 2. Clearly allocate PPEC staff and adults to each group and assign supervisory roles. 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	<ol style="list-style-type: none"> 1. Count group throughout activities. 2. In case of incident teacher stays with students and PPEC staff goes to find missing student.