



Thalgarrah Environmental Education Centre



Risk Management Plan – Teamwork Day

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| Activity | Hazard Identification & Associated Risk Type/Cause | Assess Risk use matrix | Elimination or Control Measures |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adventure Games and Orienteering | Snakes, tree branches, bull ants Sunburn Storms, high winds, extreme heat/cold Allergic reactions, asthma, diabetes Uneven ground surfaces Falling, collision | 3 5 2 2 4 6 | <ul style="list-style-type: none">• Activity sites are inspected prior to activities.• Students wear hats and sunscreen for sun protection. Thalgarrah has extra sunscreen if required.• Activities are suspended. Bureau of Meteorology warnings and reports checked prior to activities.• Medical conditions are indicated to staff prior to activities.• Measures are taken to eliminate, avoid or minimise exposure to known allergens.• Students are instructed to watch where they are running and warned of uneven surface.• Rules are set to minimise risk. |
| Orienteering | Student becomes lost | 3 | <ul style="list-style-type: none">• Activity sites are inspected prior to activities.• Maps and routes are planned to have natural boundaries such as fences, tracks and water courses.• Students are instructed on reading maps and plotting courses before the activity.• Adults are positioned at strategic points throughout the course. |
| Fire-lighting and BBQ lunch | Burns Food poisoning | 4 4 | <ul style="list-style-type: none">• Students are supervised at the campfire area and instructed in safe working. Water is close at hand.• Food is kept refrigerated until required.• Adults supervise cooking and ensure food is suitably cooked before eaten. |
| General Supervision | Separation from group Environmental dangers – snake bite, water (drowning) | 3 3 | <ul style="list-style-type: none">• Groups are instructed by EEC staff.• A student to teacher ratio of 15:1 is to be maintained throughout outdoor experiences.• Students do not leave the activity site unless accompanied by an adult. |

Plan prepared by: Matthew McKenzie

Date of review: 13/2/2015

Communicated to: EEC casual teachers, visiting teachers via booking confirmation package.

Please refer to the **Risk Assessment Matrix** for explanation of numbers. For more information on completing a risk management plan for your visit, please consult the Department of Education and Training website <https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm>