



# Thalgarrah Environmental Education Centre



## Risk Management Plan – Water Studies

**Principal:** Matthew McKenzie

**Location:** Rockvale Road, ARMIDALE NSW 2350

**Phone:** 02 6775 1736

**Email:** [matthew.mckenzie@det.nsw.edu.au](mailto:matthew.mckenzie@det.nsw.edu.au)

**Web Address:** [www.thalgarrah-e.schools.nsw.edu.au](http://www.thalgarrah-e.schools.nsw.edu.au)

**Fax:** 02 6775 1681

Activity	Hazard Identification & Associated Risk Type/Cause	Assess Risk use matrix	Elimination or Control Measures
Water Studies	General  Snakes, tree branches, bull ants Sunburn Storms, high winds, extreme heat/cold Allergic reactions, asthma, diabetes  Uneven ground surfaces	  3 5 2  2  4	<ul style="list-style-type: none"><li>Water Studies are conducted either at the Gara River or Thalgarrah Wetland, both of which are within 200 metres of the centre's office.</li><li>Phone and road access are within 200 metres of all activities.</li><li>Thalgarrah teachers carry first aid kits and are trained in Senior First Aid.</li><li>Activity sites are inspected prior to activities.</li><li>Students wear hats and sunscreen for sun protection. Sunscreen is available at the Centre.</li><li>Activities are suspended. Bureau of Meteorology warnings and reports checked prior to activities.</li><li>Medical conditions are indicated to staff prior to activities.</li><li>Measures are taken to eliminate, avoid or minimise exposure to known allergens.</li><li>Students are instructed to watch where they are moving and warned of uneven surface.</li></ul>
General Supervision	Separation from group Environmental dangers – snakes, water (drowning)	3 3	<ul style="list-style-type: none"><li>Groups are instructed by EEC staff.</li><li>Student to staff ratio will not exceed 15:1.</li><li>Students do not leave the activity site unless accompanied by an adult.</li></ul>
Dipnetting	Falling into water  Hurt by dipnet	5  6	<ul style="list-style-type: none"><li>Students are instructed in safety to prevent falling in.</li><li>Boundaries are indicated.</li><li>Students are instructed in safe way to carry and use a dipnet.</li></ul>
Microscopes	Burn from light bulb	5	<ul style="list-style-type: none"><li>Students are advised of location of bulbs and warned about the heat transmitted.</li></ul>

**Plan prepared by:** Matthew McKenzie

**Date:** 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>