

## Risk Management Plan – Investigating Invertebrates

**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
All activities	General	4	<ul style="list-style-type: none"> <li>Activities are conducted 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> </ul>
(Outdoor in playground or woodland) Camouflage activity/ Conduct an Investigation / Woodland Invertebrates walk	Snakes, tree branches, bull ants Sunburn Storms, high winds, extreme heat/cold Allergic reactions, asthma, diabetes Uneven ground surfaces Falling, collision	4 5 4 4 4 6	<ul style="list-style-type: none"> <li>Activity sites are inspected prior to activities and advise students of what a bull ants looks like/ if they see a snake.</li> <li>Students wear hats and sunscreen for sun protection. Sunscreen is provided by 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 walking/running and warned of uneven surface.</li> <li>Rules are set to minimise risk.</li> </ul>
Using Microscopes	Burning microscope bulb	5	<ul style="list-style-type: none"> <li>students are instructed on correct use of microscope and where the light bulb is located.</li> </ul>
(At the river) Dip netting/ Water bug Survey	Falling into water Hurt by dip net	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>
Contact with animals in EEC collection.	Exposure to bites, disease and allergies.	5	<ul style="list-style-type: none"> <li>Animals are always under the control and supervision of experienced Thalgarrah staff.</li> <li>Hand washing facilities are provided and recommended at the completion of the animal interaction session.</li> <li>Touching procedures for animals are explained &amp; demonstrated before students have the opportunity to touch.</li> <li>Animals are conditioned to minimise the potential of biting.</li> <li>Animals chosen for the interaction sessions are classified as harmless and are assessed before and during every interaction.</li> <li>First Aid kits are readily available.</li> </ul>

All visiting schools are to provide all necessary medications and equipment including epi-pens and ventolin (preventers and relievers)

**Plan prepared by:** Matthew McKenzie

**Date of review:** 17/3/2020

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

Risk Matrix: 1=Extreme 2=High 3=Medium 4=Low 5&6= Minimal