



Thalgarrah Environmental Education Centre



Risk Management Plan – Reduce, Reuse Recycle

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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"> Activities are conducted within 200 metres of the centre's office. Phone and road access are within 200 metres of all activities. Thalgarrah teachers carry first aid kits and are trained in Senior First Aid.
Playground and Woodland Activities – Recycling in the forest, Compost close up, Rubbish relay	Snakes, tree branches, bull ants	4	<ul style="list-style-type: none"> Activity sites are inspected prior to activities. Students wear hats and sunscreen for sun protection. Sunscreen is provided by the Centre. 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.
	Sunburn	5	
	Storms, high winds, extreme heat/cold	4	
	Allergic reactions, asthma, diabetes	4	
	Uneven ground surfaces	4	
	Falling, collision	6	
Rain fish/Reuse Create Design and Produce activities	Burn from glue - Hot glue gun	4	<ul style="list-style-type: none"> Only TEEC staff and class teacher/adult to use hot glue gun. Students informed that glue can still be hot/burn after hot glue is applied. Ensure they don't touch areas that have been recently glued.
Waste Audit	Health safety after being in close contact with rubbish/food waste	5	<ul style="list-style-type: none"> Students use tongs to pick up rubbish during audit Students to wash hands after waste audit
General Supervision	Separation from group	4	<ul style="list-style-type: none"> Groups are instructed by EEC staff. Students are supervised by a minimum of 2 adults including EEC staff. Students do not leave the activity site unless accompanied by an adult.
	Environmental dangers – snakes, water (drowning)	4	

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