



Thalgarrah Environmental Education Centre



Risk Management Plan – T.E.A.M. (Together Everyone Achieves More)

Principal: Matthew McKenzie

Location: Rockvale Road, ARMIDALE NSW 2350

Phone: 02 6775 1736

Email: matthew.mckenzie@det.nsw.edu.au

Web Address: www.thalgarrah-e.schools.nsw.edu.au

Fax: 02 6775 1681

Activity	Hazard Identification & Associated Risk <small>Type/Cause</small>	Assess Risk <small>use matrix</small>	Elimination or Control Measures
Adventure Games and Orienteering	Snakes, tree branches, bull ants	4	<ul style="list-style-type: none"> Activity sites are inspected prior to activities and advise students of what a bull ants looks like/what to do if see a snake. 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 walking/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 Falling, collision	4 6	
Orienteering	Student becomes lost	4	<ul style="list-style-type: none"> Activity sites are inspected before activity commences Maps and routes are planned to have natural boundaries such as fences, roads 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 cooking	Burns	4	<ul style="list-style-type: none"> Students are supervised at the campfire area and instructed in safe working. Water and first aid kit is at hand. Food is refrigerated until required Adults supervise cooking and ensure food is suitably cooked before eating.
	Food Poisoning	4	
General Supervision	Separation from group	4	<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.
	Environmental dangers – snake bite, 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