

Study/site risk management form: Lake Albert Stage 6

Description: The study is held in the Lake Albert catchment in Wagga Wagga. Students test the water of the lake for quality and do soil salinity tests near the shore. Students travel 7 km to the upper catchment to investigate soil erosion and landform. This is a steep, wooded area with deep gullies where students need to take care. The area has mobile phone coverage.

| Task/Activity | Hazard | Risk Assess. | Elimination or Control Measure |
|---------------------------|--|--------------|--|
| General | General | | REEC staff have current Senior First Aid qualifications and carry first aid kits with constrictive bandage, Ventolin asthma medication, water and mobile phone. |
| Travel by bus | Illness on bus trip Isolated area | 1 | Asthma/diabetes students have medication on bus with them, not in luggage area. Student list to be carried on bus. Bus/transport needs to stay with group, bus company needs to be informed. |
| Walking over rough ground | Separation from group, sprains, bites. | 4 | Teacher at front and back of group. Teacher/student ratio < 1:15 (guideline) Students wear enclosed footwear such as joggers. Students warned of possible snake presence. |
| Water chemical tests | Use of poisonous chemicals Drowning | 3 | Students wear gloves and eye protection provided. The lake is shallow. Students not allowed to go swimming. |
| Environment | Possible cold weather Sun | 2 5 4 | Students must take warm clothing. If weather judged too severe an alternative activity will be done. Students must take hat, sun screen and water bottle |
| People | Allergic reactions, asthma, diabetes | 1 | Schools give prior advice to EEC staff of student and staff medical conditions. Student and/or teachers carry personal medication. Students with anaphylactic reactions to bring EpiPen. |

| Risk Assessment Matrix | How likely is it to be serious | | | | Note: risk management for the excursion is the responsibility of the school and teachers from the schools involved. This form is just for the activities and site. | |
|--|--------------------------------|--------|----------|---------------|--|--|
| | Very likely | likely | Unlikely | Very unlikely | | |
| How serious could the injury be? | | | | | | |
| Death or permanent disability | 1 | 1 | 2 | 3 | | |
| Long term illness or serious injury | 1 | 2 | 3 | 4 | | |
| Medical attention and several days off | 2 | 3 | 4 | 5 | | |
| First aid needed | 3 | 4 | 5 | 6 | | |

Welfare Information Return

Riverina Environmental Education Centre

Please notify the centre of any students (**first name only**) with the following welfare concerns. This information will be used to assist us with the safe management of students whilst at the centre. (**This information will be kept confidential and the form destroyed after the visit**):

- Students who have asthma, allergies, diabetes or other medical conditions.
- Students with physical disabilities such as broken limbs or use wheelchairs.
- Students with behaviour concerns.

| School | Date of Visit | Study | |
|-------------------------|---------------|---------------------|--|
| | | Lake Albert Stage 6 | |
| Student first name only | | Welfare Concern | |
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Teacher: _____ Signature: _____

Principal: _____ Signature: _____

Please fax or post this form back to the centre as soon as possible. Don't hesitate to contact me if you have any queries.

Keith Collin
Principal **Telephone: 02 6932 9134 Fax: 02 6931 5084 PO Box 5336 Wagga Wagga 2650**

Risk management responsibilities of students

Summer: students will need water bottles, hats, sunscreen, enclosed shoes (no sandals/thongs).

Winter: students will need hats, sunscreen and enclosed shoes (no sandals/thongs), warm clothes.

Medication: please bring medication for students with asthma, allergies, diabetes and other medical conditions.

Behaviour: students in the field with poor behaviour are a danger to themselves and others (disobeying instructions, throwing rocks etc). Please assess their suitability for participation.