

Study/site risk management form: Mini-beasts

Description: Located at the REEC. Students collect and study invertebrates – insects and study them under microscopes. Students walk to a dam (1 km return) to collect aquatic invertebrates. They also collect them from the bush beside the centre. Students may also use the obstacle course or go orienteering

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.
Use of electrical equipment e.g. lights	Electrocution	1	All buildings fitted with earth leakage. Students not allowed to unplug/plug from power points.
Walking	Separation from group; sprains, bites.	5	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.
Collecting invertebrates	Falling into dam	6	Students closely supervised at all times
	Bite/sting from invertebrate	6	Students asked if allergic to anything before study starts
Obstacle course	Falls from and misuse of equipment	3	Staff trained in use of course and students given instructions on use. Students with poor behaviour do not participate.
Orienteering	Fall resulting in sprains	5	Students instructed to walk or jog
	Snake bite	1	Activity not held if there is a perceived risk
Environment	Possible cold weather	5	Students must take warm clothing. If weather judged too severe an alternative activity will be done.
	Sun	3	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. Students 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	
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	
		Mini-beasts	
Student first name only		Welfare Concern	

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.