

Study/site risk management form: River Red Gum Study

Description: The study is held in Berry Jerry State Forest 30 km west of Wagga Wagga. Buses have access to the edge of the forest on an all weather dirt road. The forest has tall trees with a grassy understorey. Students survey the vegetation and test the soil and water in nearby Old Man Ck. There is no shelter from rain or wind. Drinking water must be taken to the site. Toilets are 200 m away in the roadside rest area. Mobile phone coverage is marginal. The nearest town is Collingullie, 7 km away.

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 in forest	Separation from group; sprains, bites.	4	Teacher at front and back of group. Teacher/student ratio < 1:15 Students wear enclosed footwear such as joggers. Students warned of possible snake presence.
Water chemical tests	Use of poisonous chemicals	3	Students wear latex gloves and eye protection provided.
Environment	Possible cold weather Sun Polluted creeks	5 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. Students advised not to drink from creeks
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.
How serious could the injury be?	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	
		River Red Gum	
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.