

### Study/site risk management form: sensory awareness

Description: Located at the REEC. Students explore the grounds of the centre. There are three major activities: pirates treasure room; puppet animal hunt; smell the herb garden and the blindfold walk.

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.
Pirate's Treasure Room	Darkened room; students bumping into each other	6	Students must be well behaved and sitting when room is dark.
Animal Puppet Hunt	Falls and eye injury in bush next to centre.	4	Trees trimmed of small low branches. Students wear enclosed footwear. Students closely supervised and instructed to walk
Blindfold Walk	Bumping into each other; walking off path	5	Students closely supervised. Students instructed to hold onto railing at all.
Herb Garden Smell	Allergic reactions to herbs and stings		Students and teachers asked if know of allergies. Welfare form checked for allergies.
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. Student and/or teachers carry personal medication. Students with anaphylactic reactions to bring EpiPen.

Risk Assessment Matrix		How likely is it to be serious			
How serious could the injury be?	Very likely	likely	Unlikely	Very unlikely	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.
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	
		Sensory Awareness	
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.