

Study/site risk management form: Wetland – L. Albert

Description: The study is held on the shores of Lake Albert in Wagga Wagga. Students test the water of the lake for quality using kits which have poisonous chemicals. Students do soil and soil salinity tests near the shore. The site has toilets, drinking water, a shelter shed and 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. Teacher/student ratio < 1:15 (guideline)
Travel by bus	Illness on bus trip	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	Broken glass and other sharp objects	4	Students wear enclosed footwear such.
Water chemical tests	Use of poisonous chemicals	3	Students wear latex gloves and eye protection provided.
	Drowning	1	The lake is shallow. Students not allowed to go swimming.
Environment	Possible cold weather Sun	2	Students must take warm clothing. If weather judged too severe an alternative activity will be done.
		5	
		4	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. Note: latex gloves used.

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	
		Wetland – Lake Albert	
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.