

McCrae Education Activities Task Risk Assessment

Location:

11 Beverley Rd, McCrae 3938

Date completed: 05/02/19

Additional supporting documentation:

- Emergency Evacuation plan
- Child safe Policy Commitment and Code of Conduct
- Mandatory Reporting – Child Protection Policy

Identified safety risk	Inherent Risk Rating	Action plan	Emergency Strategy	Residual Risk Rating
Child physical, mental or sexual assault or abuse – staff witnessed, suspected or child reported	B3 Medium	<ul style="list-style-type: none"> • All facilitators have required working with children checks • All facilitators are trained in Child Safe standards • Facilitators are familiar with Child Safe code of conduct • Facilitators are trained in Mandatory reporting and child protection policy 	<ul style="list-style-type: none"> • Follow procedure as outlined in Child Protection Policy 	B1 Low
Shared footpath entry	D3 Medium	<ul style="list-style-type: none"> • Inform teachers prior to visit of shared walk way access to McCrae • Bus zone marked out front of McCrae 	<ul style="list-style-type: none"> • Apply first aid by first aid trained staff • Call Ambulance on 000 if injury requires hospitalisation. • Gather contact details of the other party involved if situation requires it. • Supervising teachers to notify parents if required. 	E1 Low
Missing student - Children wandering away from the group	C3 Medium	<ul style="list-style-type: none"> • Student teacher ratio to be adhered to • Students told to walk with teachers and facilitators at all time • Supervising adults encouraged to position themselves at front and rear end of the group 	<ul style="list-style-type: none"> • Mobile phone access for all guides to alert for assistance • Alert police on 000 if child is unable to be found • Teachers to notify parents • McCrae supervising staff to notify HR 	C1 Low

		<ul style="list-style-type: none"> Regular head count to ensure all are present 		
Slips, Trips or falls	C3 Medium	<ul style="list-style-type: none"> Facilitators include in safety talk a warning for uneven surfaces and slippery surfaces Students reminded to not climb on any object – feet on the ground at all times 	<ul style="list-style-type: none"> Mobile phone access for all guides to alert for assistance First aid if required Call Ambulance on 000 if injury requires hospitalisation. Supervising teachers to notify parents if required. 	D3 Low
Squashed/jammed finger in doors or other moving parts	D2 Medium	<ul style="list-style-type: none"> Facilitator to include in safety talk a warning to be cautious of doors and moving parts Where possible ensure objects are secured 	<ul style="list-style-type: none"> Mobile phone access for all guides to alert for assistance Apply first aid by first aid trained staff Call Ambulance on 000 if injury requires hospitalisation. Supervising teachers to notify parents if required. 	E1 Low
Head injury – hitting head on low hanging areas overhead. (Tree branches/ wood shelter structure)	D3 Medium	<ul style="list-style-type: none"> Low hanging areas are pre warned to visitors by facilitators 	<ul style="list-style-type: none"> Mobile phone access for all guides to alert for assistance Apply first aid by first aid trained staff Call Ambulance on 000 if injury requires hospitalisation. 	D2 Low
Sun burn/ Heat stroke – exposure to too much sun or extemme heat.	D3 Medium	<ul style="list-style-type: none"> Students must wear sunhats at all times Students are advised to bring their own water bottles. Students are advised to apply sunscreen prior to the visit. Where possible shaded areas are designated for outdoor activities 	<ul style="list-style-type: none"> Mobile phone access for all guides to alert for assistance Apply first aid by first aid trained staff Call Ambulance on 000 if injury requires hospitalisation. 	D2 Low

Potential Consequence & Likelihood of the risks associated with the hazard

H&S Consequences			H&S Likelihood		
Rating	Description		Rating	Description	
A	Extreme	Single or multiple fatalities, or permanent disability	5	Almost Certain	Risk will occur in most circumstances; at least once every year.
B	Major	Extensive injury or physical illness requiring hospitalisation; mental illness requiring ongoing treatment ; lost time injury > 1 week	4	Likely	Risk is likely to occur in most circumstances; once every 1 - 5 years.
C	Moderate	Significant injury or physical illness requiring hospitalisation; mental illness requiring treatment; lost time injury < 1 week	3	Possible	Risk might occur at some time; once every 5 – 20 years.
D	Minor	Injury or physical illness requiring medical treatment; mental illness requiring treatment; not a lost time injury	2	Unlikely	Risk is unlikely to occur; once every 20 – 50 years.
E	Insignificant	Injury or physical illness resulting in local first aid treatment (i.e. minor bruises, cuts, abrasions); mental illness not requiring treatment	1	Rare	Risk may occur only in exceptional circumstances; Once in 50 years or greater.

Task Risk Assessment Matrix

Likelihood	Consequence				
	E	D	C	B	A
5	Medium	Medium	High	Extreme	Extreme
4	Medium	Medium	Medium	High	Extreme
3	Low	Medium	Medium	Medium	High
2	Low	Low	Medium	Medium	Medium
1	Low	Low	Low	Medium	Medium