

## RISK REGISTER – EDUCATIONAL EXCURSIONS TO CWS

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Reviewed by: Susan Street

Next Review Date: November 2017

Ref.	Hazard	Consequence Rating	Likelihood Rating	True Risk	Control Measures	Residual Risk
1	Student bitten / scratched by animal during animal interaction times	Minor – First Aid treatment only	Unlikely – could occur at some time	L	<ul style="list-style-type: none"> <li>Staff member to have relevant training in animal handling</li> <li>Staff member to supervise students at all times during animal interaction times</li> <li>Verbal safety instructions given prior to animal interaction by relevant staff member</li> <li>There will be <b>NO</b> interaction with any animal classed as 'Dangerous'</li> <li>Staff member to be first aid trained and have access to first aid kit</li> </ul>	L
2	Slips / Trips / Falls in Sanctuary grounds or buildings	Minor – First Aid treatment only	Possible – might occur at some time	M	<ul style="list-style-type: none"> <li>Pavers and paths regularly inspected and maintained</li> <li>Adequate lighting throughout park</li> <li>Pathways clearly delineated from garden beds</li> <li>Yellow lines painted on paths to indicate exclusion zones for railway tracks</li> <li>Good housekeeping procedures identified and implemented throughout all areas of the park</li> </ul>	L

					<ul style="list-style-type: none"> <li>• Areas restricted to student/guest access are clearly marked and/or barricaded</li> <li>• All stairways to be keep free of tripping hazards</li> <li>• Mouldy and slippery paths are cleaned appropriately as necessary</li> </ul>	
3	Extreme weather conditions / falling trees or tree branches	Minor – First Aid treatment to Major – Extensive injuries	Unlikely – Could occur at some time	L to H	<ul style="list-style-type: none"> <li>• Weather conditions monitored by staff</li> <li>• Forecast extreme weather conditions monitored and warnings issued as per necessary</li> <li>• Schools contacted prior to visit if extreme weather conditions are forecast</li> <li>• Activities scheduled in sheltered areas</li> <li>• Problem trees identified, monitored and lopped as per assessed risk</li> <li>• High risk areas of the park are closed at times of extreme weather</li> </ul>	L
4	Students falling from train or injuring themselves on the train  Students endangering others on train	Minor – First Aid treatment To Moderate – Medical treatment	Rare – may occur only in exceptional circumstances	M to L	<ul style="list-style-type: none"> <li>• Students riding the train must be under direct and effective teacher supervision</li> <li>• Verbal safety instructions given by train drivers prior to leaving the train stations</li> <li>• Speaker system installed in every carriage for driver</li> </ul>	L

					<p>communications</p> <ul style="list-style-type: none"> <li>• Train drivers are trained and skilled in miniature train operation and passenger safety</li> <li>• All track areas have a 'clear-way' void to minimise branches / obstacles which could injure passengers if arms are outside carriages</li> <li>• It is a CWS policy that train drivers remove any passengers who disobey the safety instructions whilst on the train</li> </ul>	
5	Excessive heat and UV exposure	Minor – First Aid treatment	Possible – might occur at some time	M	<ul style="list-style-type: none"> <li>• Regular breaks in shady / cool areas scheduled throughout planned activities</li> <li>• Indoor activities are in well ventilated buildings with fans</li> <li>• The park is well treed providing many areas of shade</li> <li>• Undercover areas provided throughout the park</li> <li>• Water drinking fountains are located throughout the park</li> <li>• Schools are instructed to ensure students have wide-brimmed hats, sun screen and drinking water with them upon entry into the park</li> </ul>	L
6	Insect Bites / Stings Allergic reactions	Minor – First Aid treatment To	Possible – might occur at some time	M to H	<ul style="list-style-type: none"> <li>• Schools to notify CWS prior to attendance of any students with known allergies</li> </ul>	M

		Moderate – medical treatment			<ul style="list-style-type: none"> <li>Students to bring their own insect repellent</li> <li>All First Aid staff alerted on day when an allergic student is due in the park</li> <li>Insect repellent is recommended and should be supplied by school</li> <li>Students to remain on paths and activity areas at all times – no access to gardens</li> <li>Students to be instructed to wash hands after touching animals or plants</li> </ul>	
7	Access or falls into water bodies	Minor – First Aid treatment	Unlikely – could occur at some time	L	<ul style="list-style-type: none"> <li>Kindergarten – Year 8 students to be supervised by Teacher/Parent helpers at all times</li> <li>Student are not to be permitted to play at the edge of water bodies</li> <li>Access to water bodies is not permitted at any time</li> <li>Physical barriers are in place where practicable</li> <li>All water bodies within park grounds have shallow edges minimising risk of drowning and assisting easy rescue</li> </ul>	L
8	Wild Island	Minor – First Aid treatment To Moderate – Medical	Possible – might occur at some time	H to M	<ul style="list-style-type: none"> <li>Students are to be supervised at all times whilst in Wild Island</li> <li>Signage at each activity indicating recommended ages suitable to</li> </ul>	L

		treatment			<p>the activity – must be adhered to at all times</p> <ul style="list-style-type: none"> <li>• Rules for safe play in Wild Island are clearly noted upon entry and must be adhered to at all times</li> <li>• Climbing is not permitted on the Wombat Tunnel or the entry structure</li> <li>• No climbing of fences</li> <li>• Breaking any of the signed rules may result in the removal of students from Wild Island</li> </ul>	
<p><b>First Aid</b> - CWS has 3 First Aid posts in the park (Nature's Gift Photography Counter, Visitor Services and General Store - Wild Photos). First Aid trained staff are rostered within the Sanctuary at all times and have access to first aid kits located throughout CWS. First Aid response is conducted via two-way radios for efficiency and quick response. Education staff have first aid training and access to first aid kits.</p>						
<p><b>Emergency Preparedness</b> - Currumbin Wildlife Sanctuary has extensive emergency procedures in place with two-way radio and mobile phone communications. Emergency / Fire Wardens will direct Student groups to evacuation points in case of an emergency. Evacuation points are the Lorikeet Arena and the Aboriginal Dance Area – Student groups must follow the directions given by staff or Wardens in case of emergency. Fire Evacuation plans and fire fighting equipment are located in all buildings.</p>						
<p><b>Risk Ratings</b> – True Risk is the assessed uncontrolled risk. Residual Risk is the risk that may still be left after control measures are implemented. Risk is assessed as 'L' – Low; 'M' – Moderate; 'H' – High; and 'E' – Extreme using a Risk Matrix. All control measures are regularly monitored and reviewed for effectiveness.</p>						