



Name of workplace: Longneck Lagoon EEC

Name of workplace manager: Vicky Whitehead

Risk assessment focus: Low Ropes and Adventure Games

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Access and egress from centre	Uneven ground surfaces	Driveway surface monitored and potholes filled as needed	4	Students are instructed to take care when walking along driveway	Accompanying teachers	On arrival and departure
General Supervision	Separation from group	Phone and road access are within 200 metres of all activities Centre teachers carry UHF radios, first aid kits and are trained in Senior First Aid Supervision of students prioritised at all times	3	Groups are instructed by EEC staff Group size will not exceed a ratio of 1 teacher to 14 students - each group will require a minimum of 2 adults (1 LLEEC teacher and 1 other adult)	LLEEC teachers and accompanying teachers	During delivery of teaching program
	Environmental dangers: snakes, water (drowning)		3	Students do not leave the activity site unless accompanied by an adult		
Low Ropes and Adventure Games	Snakes, tree branches, glass, uneven ground surfaces	Activity sites and paths monitored before and during use	3	Activity sites are inspected prior to activities Students are instructed to take care	LLEEC teachers and SASS staff	Prior to and during all programs
	Sunburn	Sun protection worn by staff and offered to students	5	Students are advised to wear hats and sunscreen for sun protection		
	Storms, high winds, extreme heat, bushfire risk	Weather conditions monitored Communication systems in place	2	Activities are suspended following warnings and reports - see Emergency Procedures for further details		
	Allergic reactions, asthma, diabetes	Student Welfare Return form First aid available	2	Medical conditions are indicated to staff prior to activities Measures are taken to eliminate, avoid or minimise exposure to known allergens		

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Low Ropes	Equipment failure	Principal books inspections annually and maintains appropriately	1	Low ropes elements are inspected annually by Vertical Innovations, an accredited inspection company, to ensure the safety of the equipment	LLEEC teachers and SASS staff	Prior to and during all school visits
	Falling	Centre staff trained in low ropes techniques	3	Students are instructed in "spotting" which is a supporting technique used to minimise falling "Soft fall" has been placed under all low ropes elements		
Adventure Games	Falling, collision	Centre staff trained in managing adventure games	6	Rules are set to minimise risk	LLEEC teachers	During all programs

Relevant additional information reviewed and attached:

Yes – Emergency Procedures

Plan prepared by: Vicky Whitehead

Position: Principal

Date: 17 December 2015

Prepared in consultation with: Corina Walker

Communicated to: Centre staff and visiting teachers

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)