



Name of workplace: Longneck Lagoon EEC

Name of workplace manager: Vicky Whitehead

Risk assessment focus: Wetland and Woodland Activities

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	3	Group size will not exceed a ratio of 32 students to 2 teachers (1 X LLEEC and 1 X visiting school)	LLEEC teachers and accompanying teacher	During delivery of teaching program
	Environmental dangers: snakes, water (drowning)	Supervision of students prioritised at all times	3	Students do not leave the activity site unless accompanied by an adult		
Wetland and Woodland Activities	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 school visits
	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		
Dipnetting	Falling into lagoon or creek	Banks monitored	6	Students are instructed in safety to prevent falling in and boundaries are indicated Demonstration is given on dipnetting technique	LLEEC teachers	During all school visits
	Dipnet poles - poking	SOPs developed	6			

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Bush Bug Investigation	Snakes – possible snakebite	Activity sites and paths monitored before and during use	3	Activity areas are checked for snakes during warmer months	LLEEC teachers	During all school visits
	Bites/stings	First aid available	4	Medical conditions such as allergic reactions are checked prior to beginning activity.		
	Magnifiers - fires	Magnifiers covered with upturned bowls to prevent of exposure of lens to sun	2	Students are warned of the dangers and instructed to cover magnifiers when not in use		
Using Microscopes	Burns from light bulbs	Safe use procedures developed and all staff trained	4	Advise students that bulbs become hot and not to touch	LLEEC teachers	During all school visits
	Slip hazard – spilt water	Floor areas monitored	5	Mop up any spills		

Relevant additional information reviewed and attached:

Yes – Emergency Procedures

Plan prepared by: Vicky Whitehead

Position: Principal

Date: 17 August 2016

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)