

**Risk Assessment – Eco House and Garden School Visits****Reviewed: 18/05/2017****School:** \_\_\_\_\_ **Date/s of visit:** \_\_\_\_\_**Arrival time:** \_\_\_\_\_ **Departure time (program usually 2 hours 30 minutes):** \_\_\_\_\_**Supervising teachers:** \_\_\_\_\_ **Total expected visitors:** \_\_\_\_\_**School contact phone numbers:** \_\_\_\_\_ **Teacher's after hours phone:** \_\_\_\_\_**Safety Acknowledgement:**

I, \_\_\_\_\_, on behalf of the school noted above, confirm that I have read the Kimbriki Risk Assessment for School visits and conveyed all relevant information to teachers, students, parents and guardians. The school community is aware of the safety standards required by us while visiting the Kimbriki site.

I will comply with all reasonable requests from the Kimbriki staff to maintain safety for the school group and others at the Kimbriki site.

\_\_\_\_\_ (sign) \_\_\_\_/\_\_\_\_/\_\_\_\_ (date)

*Please sign this form and return to Kimbriki to confirm your booking.*

*Forms can be submitted by fax (02) 9450 1301, email to [eco.house@kimbriki.com](mailto:eco.house@kimbriki.com) or by hand at the Administration Office.*

<b>Eco Office:</b> On receipt of this form confirm the booking File – Induction folder <b>Record retention – one year – eco files</b>
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Likelihood rating	Consequence levels
A. Almost certain : is expected to occur B. Likely : will probably occur C. Possible : might occur at some stage D. Unlikely : could occur at some stage E. Rare : may occur in exceptional circumstances	1. Insignificant : no injuries, little damage, low financial loss, no environmental impact 2. Minor : medical treatment, minor building and infrastructure damage, minimal or moderate local financial loss, environmental impact confined to site 3. Moderate : medical treatment, possible death, moderate building and infrastructure damage, high financial loss, environmental impact to offsite locations with fine 4. Major : extensive injuries, death, high level of building and infrastructure damage, major financial loss, environmental impact offsite with major fine 5. Catastrophic : massive injuries and number of deaths, displaced people, wholesale building and infrastructure damage, huge financial loss, environmental impact resulting in closure of site and fine

Likelihood label	Consequences label				
	1	2	3	4	5
A	medium	high	high	very high	very high
B	medium	medium	high	high	very high
C	low	medium	high	high	high
D	low	low	medium	medium	high
E	low	low	medium	medium	high

(name)----- (position) ----- \_\_\_\_\_ / /

(name)----- (position) ----- \_\_\_\_\_ / /

(name)----- (position) ----- \_\_\_\_\_ / /

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Describe what is being assessed, e.g. workplace, work activity, contract, changes to the workplace.	Describe the hazard(s), e.g., Noise, dust, trips slips and falls, manual handling, height of work area, housekeeping.	Risk type ENV WHS Other	Risk Ranking Low, Med, High	Risk Control / Treatment
Eco Garden general hazards	Various hazards associated with gardening activities and tasting new foods	WHS	High	Kimbriki Eco Staff <ul style="list-style-type: none"> <li>• Safety induction is given at start of sessions</li> <li>• Tasting of plants, berries, fruits, etc is available. Associated allergic risk will be discussed during the induction.</li> </ul> <p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>Teachers must provide allergy warning on the school excursion permission note</b></li> </ul>
Bushfire	Group caught in bushfire	WHS ENV	Med	Kimbriki Eco Staff <ul style="list-style-type: none"> <li>• Kimbriki staff will monitor weather</li> <li>• On days of Very High to Extreme fire danger excursions may be cancelled</li> <li>• In an emergency, students and teachers will move to the Emergency Assembly Point in the car park area. Kimbriki Emergency Wardens and Emergency services staff will take charge.</li> </ul> <p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>School will phone Kimbriki prior to setting out for site on days of extreme weather</b></li> <li>• <b>Teachers will bring a list of all those visiting the site – students, parents and teachers.</b></li> </ul>

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Students alighting and boarding bus injury	Trip hazards, falls, etc	WHS	Low	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>Students must be told to remain in the bus until instructed to get off at the Eco House and Garden</b></li> <li>• <b>Students to be told the direction they are to go before they leave the bus</b></li> <li>• <b>Students must be warned of vehicle traffic and plant movements on the site.</b></li> </ul> <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> <li>• Eco Staff will meet the arriving bus and direct students and teachers.</li> </ul>
Asthma and allergic reactions	Medical situations and possible medical emergencies	WHS	High	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>School staff must carry details of all students with known allergies</b></li> <li>• <b>A parent or teacher must carry medications or treatments for students with known severe allergies.</b></li> </ul>

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Allergies leading to severe reactions such as Anaphylaxis	Medical emergency	WHS	High	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>Parent or teacher must carry details of any student with known severe allergic reactions</b></li> <li>• <b>Parent or teacher supervising students with known severe allergies must carry a treatment plan for the student</b></li> <li>• <b>Parent or teacher supervising students with known severe allergies must carry adequate medication</b></li> <li>• <b>Supervising teacher must make the Eco staff aware of students at risk. Students susceptible to severe allergic reaction are not to taste plants they are not familiar with.</b></li> </ul> <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> <li>• Kimbriki staff DO NOT administer medications</li> </ul>
Sun exposure	Sunburn (long term skin damage) Heat stroke	WHS	Low	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>All students are required to wear adequate sun protection – eg. Hat, sunscreen, protective clothing</b></li> <li>• <b>All visitors will bring adequate drinking water for the visit</b></li> </ul> <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> <li>• Environmental conditions will be considered in the timing and selection of activities and rests</li> </ul>

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Trips, and falls on uneven ground	Personal injury	WHS	Low	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>All students to wear shoes that cover the whole foot.</b></li> <li>• <b>Teachers and/or parents to supervise students during the visit</b></li> <li>• <b>Disabled students must have carer present during the visit</b></li> </ul> <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> <li>• The primary task of the Eco Staff is to instruct – not supervision of students</li> <li>• Activities are chosen to suit abilities of the group</li> <li>• Staff will remove trip hazards as discovered</li> <li>• Paths will be regularly inspected</li> </ul>
Snake and insect bite	Local pain and possible poisoning	WHS	Med	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>Students must wear sturdy, enclosed shoes and stay within the Eco Garden</b></li> </ul> <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> <li>• Snakes and other wildlife will be discussed during the induction</li> <li>• Eco staff are trained in First Aid</li> <li>• A stocked first aid kit is maintained in the Eco House</li> <li>• Local hospitals carry antivenin</li> </ul>

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Instruction by Kimbriki staff	Assault on children	WHS QM	Low	<p><b>Visiting school</b></p> <ul style="list-style-type: none"> <li>• <b>Teachers to supervise students during the visit</b></li> </ul> <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> <li>• The Kimbriki Senior Ecologist and Marketing Officer work in conjunction with teachers</li> <li>• Have “Working with Children Checks”</li> </ul>