

Risk Management Assessment

School Excursions

While WaterNSW has taken care to identify the possible hazards on the site, conditions can change daily due to the operational nature of Warragamba Dam. It is very important therefore, to follow the directions of WaterNSW staff on the day.

This venue and safety information assessment has been provided to assist risk management planning for educational excursions to the outdoor and indoor areas of WaterNSW's Warragamba Dam site.

Name of workplace: Warragamba Dam (WaterNSW)

Location: Warragamba Dam Visitor Centre,
Production Ave,
Warragamba 2752

Contact: 02 4774 4433

Web address: www.watarnsw.com.au/education

Email: education.mail@watarnsw.com.au

Insurance: WaterNSW has Public Liability Insurance.

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

[Risk assessment matrix as provided by Australian Children's Education & Care Quality Authority 2023]

Location/ Activity	Hazard identified	Risk assessment	OUR Elimination or Control Measures	YOUR Elimination/Control Measures	Who from your team?	When do you do this?
WaterNSW Warragamba site	Operational site	Specific to activities and locations listed below	Safety walk completed daily by WaterNSW WaterNSW Educator(s) lead safety induction and obtain all attending adults' signatures.	Read the Risk Management Assessment. Engage in compulsory, onsite, safety induction including evacuation procedures.	All attending adults (teachers, aides & parent helpers) ALL attending adults (teachers, aides, parent helpers)	Prior to the excursion Start of the excursion
General supervision	Inadequate supervision of students / Separation from group	Critical	WaterNSW Educator to student ratio is 1:15 for preschools and 1:30 for all other groups. *WaterNSW will cancel excursions if the school's supervision ratios are not met.	Teacher/ parent helper to student ratio* of: <ul style="list-style-type: none"> • <u>Preschool</u> - 1:5 • <u>Home Ed</u> - 1:10 • <u>Primary</u> - 1:10 • <u>Secondary</u> - 1:15 Identify the total number of students attending. Keep track of the number of students in your group as we move between locations.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
Public access to Haviland Park and the Visitor Centre	Inappropriate interaction with the public	Moderate	WaterNSW Educators hold a current NSW Working with Children Check clearance. We cordon off the classroom area of the Visitor Centre from the public.	Always prioritise supervision of students.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion

			There is 24-hour security presence on site.			
General movement around the site	<ul style="list-style-type: none"> • Uneven ground surfaces • Slips, trips, and falls 	Moderate High	<p>Deliver safety talk for students to:</p> <ul style="list-style-type: none"> • move as a group • follow instructions • walk at all times • not climb, lean, or sit on handrails or structures • be aware of uneven ground surface 	<p>Wear flat, non-slip, supportive, fully enclosed shoes.</p> <p>Always prioritise supervision of students. Ensure students follow safety rules.</p>	<p>All attending adults and students</p> <p>All attending adults (teachers, aides & parent helpers)</p>	<p>Duration of the excursion</p> <p>Duration of the excursion</p>
<p>All outdoor activities including:</p> <ul style="list-style-type: none"> • morning tea • lunch • play • outdoor classroom • tours • toilet facilities 	Environmental exposure (e.g. smoke, sun, wind, rain, cold, heat)	Moderate	<p>Modify running order of program, activities, and/or locations to limit exposure to adverse conditions where possible.</p> <p>Facilitate breaks to fill water bottles.</p> <p>In the case of extreme conditions, we may have to cancel the excursion.</p>	<p>Ensure appropriate dress for the day including hat, sunscreen, raincoat, drink bottle, and flat-enclosed shoes.</p> <p>Provide an after-hours number for the contact teacher in case we must cancel an excursion due to extreme conditions.</p>	All attending adults and students	Prior to and for the duration of the excursion
<p>All outdoor activities including:</p> <ul style="list-style-type: none"> • morning tea • lunch • play • outdoor classroom • tours • toilet facilities 	<ul style="list-style-type: none"> • Stinging insects • Snake bites • Spider bites 	Moderate	<p>Where possible we remove nests and webs within reach of students prior to their excursion.</p> <p>In the event of any swarms, we will modify the excursion route.</p> <p>Spiders are regularly controlled by pest control treatment</p>	<p>Carry your school's First Aid Kits to all locations.</p> <p>Do not approach wildlife.</p>	All attending adults (teachers, aides & parent helpers)	Duration of the excursion

			WaterNSW first aid kits are within 100 metres of all activities. WaterNSW Educators are trained in providing first aid.			
Crossing roads in all outdoor activities	Vehicle striking a pedestrian	Moderate	Maximum vehicle speed limit ranges between 10km/h to 30km/h. WaterNSW Educator to ensure group uses footpaths and crossings on the tour where practical. WaterNSW Educator will signal vehicles onsite to ensure vehicles pass prior to group proceeding or that vehicles stop to allow the group to proceed.	The bus driver follows behind the WaterNSW Educator vehicle to maintain speed limit requirements. Use designated pathways and walkways, including use of pedestrian crossings. Attending adults (teachers, aides, and parent helpers) position themselves at the front and rear of the group.	Bus driver All attending adults (teachers, aides & parent helpers) All attending adults (teachers, aides & parent helpers)	Duration of the excursion Duration of the excursion Duration of the excursion
Wellbeing of students	<ul style="list-style-type: none"> • Mobility concerns • Asthma • Diabetes • Allergic reactions • Heart conditions • Anxiety • Behaviour concerns (especially if a student 	High	<ul style="list-style-type: none"> • Communication systems are in place for teachers to inform WaterNSW educators of concerns prior to the excursion. • WaterNSW Educators modify learning programs to best meet the needs of students with identified concerns. 	<p>Advise WaterNSW educators of any health, well-being or needs. Identify any modifications or accommodations that best suit your students' needs.</p> <p>Advise WaterNSW staff of any mobility issues. If possible, organise a teacher's aide or parent helper to assist the student in moving across the site.</p>	All teachers All teachers	Prior to the excursion Prior to the excursion

	flees when triggered)		<ul style="list-style-type: none"> All sites that we visit are monitored before and during use. Measures are taken to eliminate, avoid or minimize exposure to known allergens or triggers. WaterNSW first aid kits are within 100 metres of all activities. WaterNSW Educators are trained in providing first aid. 	<p>Bring Health Management Plans and medication as needed.</p> <p>During the day, maintain communication with WaterNSW Educators of any changing needs or any requirements for breaks for medication.</p> <p>Eliminate, avoid, or minimize exposure to known allergens or triggers.</p>	<p>All attending teachers</p> <p>All attending teachers</p> <p>All attending teachers</p>	<p>Prior to the excursion</p> <p>Duration of the excursion</p> <p>Duration of the excursion</p>
General health of teachers and students	Infectious illnesses (eg. COVID-19, RSV, Influenza, etc.)	High	<p>WaterNSW Educators will not attend work/the excursion if they are unwell or have tested positive to COVID-19, Influenza or RSV.</p> <p>WaterNSW Educators will distance/remove themselves if they become unwell during the excursion.</p> <p>WaterNSW Educators may use provided hand sanitizer and masks during the excursion.</p> <p>Where possible ventilation in the classroom is supported by keeping a large external</p>	<p>Students and teachers who are unwell or who have tested positive to COVID-19, Influenza or RSV should not attend the excursion.</p> <p>Teachers and students will distance/remove themselves if they become unwell during the excursion.</p> <p>Students and teachers may use provided hand sanitizer and masks during the excursion.</p>	<p>All attending adults (teachers, aides & parent helpers) & students</p> <p>All attending adults (teachers, aides & parent helpers) & students</p> <p>All attending adults (teachers, aides & parent helpers) & students</p>	<p>Prior to the excursion</p> <p>Duration of the excursion</p> <p>Duration of the excursion</p> <p>Duration of the excursion</p>

			door open (except in the presence of high winds or bushfire smoke)			
Hands-on activities on the Visitor Centre Balcony & in the classroom (Burraborang Room)	Slips from spilt water	Moderate	<ul style="list-style-type: none"> Where possible work with catchment models outside as the surface isn't as slippery when wet. Monitor the floors. Clean/mop any spills. 	Encourage students to keep water on the catchment models (and not the floor).	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
	Slips trips, and falls from equipment on the floor	Moderate	<ul style="list-style-type: none"> Place materials on tables. Place materials in containers on non-slip mats for floor-based play. 	Encourage students to pack away equipment and be aware of their surroundings.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
	Slips, trips, and falls on viewing platform stairs	Moderate	Advise participants that stairs to the lower viewing platform can be slippery when wet.	Remind students to carefully ascend and descend stairs (especially when wet).	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
	Injury from water testing equipment, samples, and chemicals.	Moderate	<ul style="list-style-type: none"> Assess all equipment prior to and during use. Provide PPE where required. Advise participants to use all equipment, samples, and chemicals as per the Material Safety Data Sheets. WaterNSW first aid kits are within 100 metres of all activities. WaterNSW Educators are trained in providing first aid. 	Wear PPE as directed, including safety glasses and disposable gloves.	All attending adults (teachers, aides & parent helpers) and students	Duration of the teaching program

	Mouthing equipment: Choking hazard	Moderate	For younger children, provide non-toxic equipment (eg. hand-made Play-Doh) that is large enough (eg. blocks) to not be a choking hazard.	Actively supervise students. Remind them not to mouth equipment.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
	Injury from thrown objects	Moderate	Advise students how to appropriately use and store equipment.	Actively supervise students. Remind them not to throw equipment.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
	Spreading of germs by sharing equipment	Moderate	Disinfect equipment at the end of each day. Isolate equipment that cannot be disinfected.	Encourage students to wash their hands after toileting, eating, wiping their nose, etc.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
Specific only to guided outdoor tour of Warragamba Dam+	Failure to receive group leader's instructions	Low	Our staff wear high visibility clothing as per WaterNSW Safety requirements and use a portable speaker to be clearly heard.	Remind students to follow WaterNSW Educator's directions.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
+Subject to WaterNSW operational requirements on the day	Heights: Falling, fear of, and vertigo	Critical	Provide student and teacher safety briefing to prepare everyone for incidence of heights and set behavioural expectations: <ul style="list-style-type: none"> no climbing, leaning over, or sitting on any handrails no climbing any fence, wall, or structure Students will return to the bus if WaterNSW 	Communicate student welfare concerns (eg. Anxiety) to WaterNSW Educators so that they can prepare to suitably meet your students' needs. Remind students to follow WaterNSW Educator's directions not to climb, lean over, or sit on any rail, fence, wall, or structure.	All attending teachers All attending adults (teachers, aides & parent helpers)	Prior to the excursion Duration of the guided tour

			Educators deem their behaviour to be unsafe.			
	Hot metal surfaces (handrails)	Low	Provide student safety briefing not to touch Aerofoil rails.	Remind students not to touch Aerofoil rails.	All attending adults (teachers, aides & parent helpers)	Duration of the guided tour
	Bus striking cables from historical bridge at Terrace Gardens level	Low	Preemptive communication with driver to direct bus driver to turn left from right lane until cables cleared			

<p>Equipment The equipment listed is indicative only. Resources used will be age and subject appropriate and selected pre-excursion. <i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards, and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Worksheets and/or clipboards • Miscellaneous stationery – pencils, pens, paper, erasers • Magnifying glasses, binoculars, resin water bugs • Water testing equipment e.g. turbidity tubes and water samples • Catchment models, catchment model pieces, water bottles • Books, lab coats, vests, hard hats, puzzles, stuffed animals, balls, nets, building blocks, play doh
<p>Supervision</p>	<ul style="list-style-type: none"> • Teachers always retain responsibility for supervising student behaviour and Duty of Care for students. WaterNSW staff are responsible for the delivery of the educational program. For your safety, please listen carefully to the safety induction on arrival. Please follow all directions and instructions from WaterNSW staff. • Although a First Aid kit is available on site, teachers are required to carry their own first aid kit during excursions as per the Department of Education's excursion policy. • Toilet facilities are limited once the program starts. We recommend that all students use the toilets on arrival and prior to the start of the program.
<p>Other requirements</p>	<ul style="list-style-type: none"> • The school bus/coach will be required to transport your group around the site. DO NOT release your bus/coach on arrival. • Limited electric BBQ's available in the adjacent Warragamba Reserve picnic area. No kiosk on site. Take away shops available in the nearby Warragamba township.
<p>Access Is access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • There are some areas on the site that are not wheelchair accessible. • Excursions will be modified to include wheelchair accessible areas when required. • Accessible toilets are located within the picnic grounds.
<p>Plan prepared by: Kelly Osterberg Prepared in consultation with: Caroline Dearson Communicated to: WaterNSW Educators</p>	<p>Position: School Education Coordinator Position: Education & Visitor Services Manager Date: 18 December 2023 Date: 16 January 2024 Date: 16 January 2024</p>
<p>Monitor: Monitor the effectiveness of controls and modify if necessary. Review: If an incident or a significant change occurs review and modify if necessary. Evaluate: Evaluate and modify the risk management assessment as required on an annual basis.</p>	

Relevant websites:

- [NSW Department of Education](#)
- [Australian Children's Education & Care Quality Authority](#)