



Risk Assessment Eco House & Garden – Group Visits



Area/ Activity Assessment:	Eco House and Garden – Group Visits		
Workplace:	Kimbriki Environmental Enterprises, including Eco House and Garden		
Conducted by:	Peter Rutherford	Position:	Senior Ecologist
Participant:	Kelly Bennett	Position:	Customer Service and Administration Officer
Date:	24 June 2020		
Group Name:			
Group Coordinator:			
Coordinator Contact Number:			
Date(s) of Visit:		Arrival time:	Departure time (3 hrs):
Total Number of Visitors:			
Safety Acknowledgement:	<p>I, _____, on behalf of the group noted above, confirm that I have read the Kimbriki Risk Assessment for Group visits and communicated all relevant information to group coordinators and participants. The group is aware of the safety standards required by us while visiting the Kimbriki site.</p> <p>I will comply with all reasonable requests from Kimbriki staff to maintain safety for the group and others at the Kimbriki site.</p> <p>_____ (sign) ___ / ___ / ___ (date)</p>		
Instructions:	<p>The visiting Group Coordinator shall read the risk assessment and sign the acknowledgement on the front page. The acknowledgement form must be signed and returned to Kimbriki Eco House & Garden staff to confirm your booking.</p> <p>Groups who do not return a signed Safety Acknowledgement will not be permitted to visit the site.</p>		
Return This Completed Form:	Please sign this form and return to Kimbriki to confirm your booking. Email to eco.house@kimbriki.com or by hand at the Administration Office.		



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Instructions

- Note the area/ activity being assessed
- Use the Risk Matrix to determine level of risk
- If a dangerous or hazardous substance is to be used, ensure you document key risk/s and list controls required or suggested by the Safety Data Sheet (SDS)
- If you identify any high-risk construction work, you require a Safe Work Method Statement (SWMS)
- Nominate a worker to lead the assessment and manage/monitor the implementation of controls
- Workers involved in developing and implementing the risk assessment must sign this risk assessment
- Induct relevant workers in this risk assessment and ensure all information is understood

Risk Assessment

Hazard/ Description of Risk <i>Identify the hazards that may cause harm to workers or the public.</i>	Inherent Consequence	Inherent Likelihood	Inherent Risk Rating	Control Measures <i>Use the hierarchy of controls to select the highest level of control measure/s available. What will you do to make the activity as safe as possible?</i>	Residual Consequence	Residual Likelihood	Residual Risk Rating	Person Responsible
Allergic reaction from eating foods directly from the garden. Asthma and allergic reaction - Medical situation and possible medical emergency.	D	3	High	Visiting group: <ul style="list-style-type: none"> • Visiting group coordinators must provide allergy warning on the excursion information • Participants must carry details of all Participants with known allergies • Participants must carry medications or treatments for known severe allergies. Kimbriki Eco House and Garden Staff <ul style="list-style-type: none"> • Safety induction is given at start of each session • Tasting of plants, berries, fruits, etc is available. Associated allergic risk will be discussed during the induction. 	B	3	Med	Group Coordinator, Group Participants Eco House and Garden Staff
Allergies leading to severe reactions such as Anaphylaxis	D	3	High	Visiting Group: <ul style="list-style-type: none"> • Participants must carry details of any known severe allergic reactions 	B	3	Med	Group Coordinator,



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				<ul style="list-style-type: none"> Participants with known severe allergies must carry a treatment plan Participants with known severe allergies must carry adequate medication Group coordinators must make the Eco House and Garden staff aware of participants at risk Participants susceptible to severe allergic reaction are not to taste plants they are not familiar with. <p>Kimbriki Eco House and Garden Staff:</p> <ul style="list-style-type: none"> Kimbriki staff DO NOT administer medications Follow the <u>First Aid Procedure</u> for the site Follow the <u>Emergency Response Procedures</u> for the site. 				Group Participants Eco House and Garden Staff
Group onsite during: a very high or extreme bushfire danger period; or storm or windstorm	E	2	High	<p>Visiting Group:</p> <ul style="list-style-type: none"> The Group will phone Kimbriki prior to setting out for site on days of extreme weather Group Coordinators will bring a list of all those visiting the site – Participants, parents and guardians. <p>Kimbriki Eco House and Garden Staff:</p> <ul style="list-style-type: none"> Kimbriki staff will monitor weather and alerts On days of Very High to Extreme fire danger visits may be cancelled Workshop to be held indoors during heavy rain or windstorms In an emergency, Participants and Group Coordinators will move to the Emergency Assembly Area in the car park area. Kimbriki Wardens and Emergency services staff will take charge Follow the <u>Emergency Response Procedures</u> for the site. 	B	2	Low	Group Coordinator, Group Participants Eco House and Garden Staff



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<p>Participant or Group Coordinator slips, trips, or falls getting on or off the bus</p> <p>Participant or Group being struck by vehicles or mobile plant</p>	B	4	Med	<p>Visiting Group:</p> <ul style="list-style-type: none"> Participants must be told to remain in the bus until instructed to get off at the Eco House and Garden Participants to be told the direction they are to go before they leave the bus Participants must be warned of vehicle traffic and plant movements on the site. <p>Kimbriki Eco House and Garden Staff:</p> <ul style="list-style-type: none"> Eco Staff will meet the arriving bus and direct participants and group coordinators to Eco House. Do not allow Participants or Groups to exit the bus in the vicinity of traffic or mobile plant 	B	2	Low	<p>Group Coordinator, Group Participants</p> <p>Eco House and Garden Staff</p>
<p>Participant or Group Coordinator trips and falls on uneven ground.</p>	B	4	Med	<p>Visiting Group:</p> <ul style="list-style-type: none"> All participants to wear shoes that cover the whole foot Group Coordinators and/or parents to supervise participants during the visit Disabled participants must have carer present during the visit <p>Kimbriki Eco House and Garden Staff:</p> <ul style="list-style-type: none"> The primary task of the Eco Staff is to instruct – not supervision of participants Activities are chosen to suit abilities of the group Staff will remove trip hazards as discovered Paths will be regularly inspected. 	B	2	Low	<p>Group Coordinator, Group Participants</p> <p>Eco House and Garden Staff</p>



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Sun exposure, sun burn, extreme summer heat, heat stroke	D	3	High	Visiting Group: <ul style="list-style-type: none"> All participants are required to wear adequate sun protection, e.g. hat, sunscreen, protective clothing All visitors will bring adequate drinking water for the visit Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> Environmental conditions will be considered in the timing and selection of activities and rests Conduct activities in the shade where possible. 	B	3	Med	Group Coordinator, Group Participants Eco House and Garden Staff
Snake or insect bite	E	2	High	Visiting Group: <ul style="list-style-type: none"> Participants must wear sturdy, enclosed shoes and stay within the Eco Garden. Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> Snakes and other wildlife will be discussed during the induction Eco staff are trained in First Aid A stocked first aid kit is maintained in the Eco House Local hospitals carry antivenin. 	C	1	Med	Group Coordinator, Group Participants Eco House and Garden Staff
Child safety and security	C	2	Med	Visiting Group: <ul style="list-style-type: none"> Group Coordinators, parents and guardians to supervise child participants during the visit. Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> The Kimbriki Senior Ecologist and Eco Staff work in conjunction with Group Coordinators Eco House and Garden staff have “Working with Children Checks” Staff must never be left alone with a child participant. 	B	1	Low	Group Coordinator, Parents, Guardians, Group Participants Eco House and Garden Staff



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Any additional hazards:								



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Induction			
Read, signed and understood by all workers undertaking the work:			
Full Name	Position	Date	Signature

Complete the Risk Assessment Register

Save to 06 System Records, Risk Assessments