



# Risk Assessment Eco House & Garden – School Visits



Area/ Activity Assessment:	Eco House and Garden – School 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				
School Name:					
Supervising Teachers:					
School Contact Number:					
Teacher's After-Hours No:					
Date(s) of Visit:		Arrival time:		Departure time (3 hrs):	
Total Number of Visitors:					
Safety Acknowledgement:	<p>I, _____, on behalf of the school noted above, confirm that I have read the Kimbriki Risk Assessment for School visits and communicated 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.</p> <p>I will comply with all reasonable requests from Kimbriki staff to maintain safety for the school group and others at the Kimbriki site.</p> <p>_____ (sign) ___/___/___ (date)</p>				
Instructions:	<p>The visiting School Teacher 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 &amp; Garden staff to confirm your booking.</p> <p><b>Schools who do not return a signed Safety Acknowledgement will not be permitted to visit the site.</b></p>				
Return this completed form:	Please sign this form and return to Kimbriki to confirm your booking. Email to <a href="mailto:eco.house@kimbriki.com">eco.house@kimbriki.com</a> 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	<b>Visiting school:</b> <ul style="list-style-type: none"> <li>• <b>Teachers must provide allergy warning on the school excursion permission note</b></li> <li>• <b>Advise Kimbriki staff of any children with known allergies and whether they have parental permission to eat from the garden</b></li> <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> Kimbriki Eco House and Garden Staff <ul style="list-style-type: none"> <li>• Safety induction is given at start of each session</li> <li>• Tasting of plants, berries, fruits, etc is available. Associated allergic risk will be discussed during the induction.</li> </ul>	B	3	Med	Teachers, parents & guardians  Eco House and Garden Staff



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Allergies leading to severe reactions such as Anaphylaxis	D	3	High	<b>Visiting school:</b> <ul style="list-style-type: none"> <li>Parent or teacher must carry details of any student with known severe allergic reactions</li> <li>Parent or teacher supervising students with known severe allergies must carry a treatment plan for the student</li> <li>Parent or teacher supervising students with known severe allergies must carry adequate medication</li> <li>Supervising teacher must make the Eco House and Garden staff aware of students at risk</li> <li>Students susceptible to severe allergic reaction are not to taste plants they are not familiar with.</li> </ul> Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> <li>Kimbriki staff DO NOT administer medications</li> <li>Follow the <u>First Aid Procedure</u> for the site</li> <li>Follow the <u>Emergency Response Procedures</u> for the site.</li> </ul>	B	3	Med	Teachers, parents & guardians  Eco House and Garden Staff
School group onsite during a very high or extreme bushfire danger period; or storm or windstorm	E	2	High	<b>Visiting school:</b> <ul style="list-style-type: none"> <li>The School will phone Kimbriki prior to setting out for site on days of extreme weather</li> <li>Teachers will bring a list of all those visiting the site – students, parents and teachers.</li> </ul> Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> <li>Kimbriki staff will monitor weather and alerts</li> <li>On days of Very High to Extreme fire danger excursions may be cancelled</li> <li>Workshop to be held indoors during heavy rain or windstorms</li> </ul>	B	2	Low	Teachers, parents & guardians  Eco House and Garden Staff



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				<ul style="list-style-type: none"> <li>In an emergency, students and teachers will move to the Emergency Assembly Area in the car park area. Kimbriki Wardens and Emergency services staff will take charge</li> <li>Follow the Emergency Response Procedures for the site.</li> </ul>				
<p>Student or teacher slips, trips, or falls getting on or off the bus</p> <p>Student, teacher or participant being struck by vehicles or mobile plant</p>	B	4	Med	<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 House and Garden Staff:</p> <ul style="list-style-type: none"> <li>Eco Staff will meet the arriving bus and direct students and teachers.</li> <li>Do not allow students, teachers or participants to exit the bus in the vicinity of traffic or mobile plant</li> </ul>	B	2	Low	<p>Teachers, parents &amp; guardians</p> <p>Eco House and Garden Staff</p>
<p>Student or teacher trips and falls on uneven ground.</p>	B	4	Med	<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 House and Garden 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> </ul>	B	2	Low	<p>Teachers, parents &amp; guardians</p> <p>Eco House and Garden Staff</p>



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				<ul style="list-style-type: none"> <li>Paths will be regularly inspected.</li> </ul>				
Sun exposure, sun burn, extreme summer heat, heat stroke	D	3	High	<b>Visiting school:</b> <ul style="list-style-type: none"> <li><b>All students are required to wear adequate sun protection – e.g. Hat, sunscreen, protective clothing</b></li> <li><b>All visitors will bring adequate drinking water for the visit.</b></li> </ul> Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> <li>Environmental conditions will be considered in the timing and selection of activities and rests</li> <li>Conduct activities in the shade where possible.</li> </ul>	B	3	Med	Teachers, parents & guardians  Eco House and Garden Staff
Snake or insect bite	E	2	High	<b>Visiting school:</b> <ul style="list-style-type: none"> <li><b>Students must wear sturdy, enclosed shoes and stay within the Eco Garden.</b></li> </ul> Kimbriki Eco House and Garden Staff: <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>	C	1	Med	Teachers, parents & guardians  Eco House and Garden Staff
Child safety and security	C	2	Med	<b>Visiting school:</b> <ul style="list-style-type: none"> <li><b>Teachers, parents and guardians to supervise students during the visit.</b></li> </ul> Kimbriki Eco House and Garden Staff: <ul style="list-style-type: none"> <li>The Kimbriki Senior Ecologist and Eco Staff work in conjunction with teachers</li> <li>Eco House and Garden staff have “Working with Children Checks”</li> </ul>	B	1	Low	Teachers, parents & guardians  Eco House and Garden Staff



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				<ul style="list-style-type: none"> <li>Staff must never be left alone with a student.</li> </ul>				
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