

Risk Assessment – General Field Site

Forest Education Foundation

Risk ratings given with control strategy in place (L= Likelihood, C= Consequences, R=Risk rating)

No	Hazard/Risk	L	C	R	Control measures
1	Uneven and irregular terrain, branches or tree roots on ground (leading to slips/trips/falls)	likely	negligible	low (4)	<ul style="list-style-type: none"> Students supervised by school and FEF staff at all times Advise schools prior to excursion of the need to wear appropriate footwear and clothing for site and activities Alert group to potential hazards and advise students not to run or carry sticks Tell group to walk with care and maintain awareness of slippery surfaces (including loose gravel) Walk on formed trails, where possible First Aid kit carried by FEF staff and teacher at all times
2	Travel and movement on public roads - Student injury from other vehicles	unlikely	moderate	medium (6)	<ul style="list-style-type: none"> Students supervised when crossing/walking near or along roads Bus to park on the same side of the road as students will be walking (where possible) Students advised to stay on left side of road in a highly visible location, walking no more than 2 abreast
3	Snake bites	rare	moderate	low (3)	<ul style="list-style-type: none"> Advise schools prior to excursion of the need to wear appropriate footwear and clothing for site/activities (long pants, closed shoes etc) Inform the school and students of potential snake hazards on arrival to site and appropriate actions if a snake is seen Tell students to look carefully before putting hands and feet under rocks, into logs or into dense vegetation FEF staff are first aid trained and carry compression bandage for initial treatment of snake bite

4	Insect bites/stings (and possible allergic reaction)	possible	negligible	low (3)	<ul style="list-style-type: none"> • Advise schools prior to excursion of the need to wear appropriate footwear and clothing for site/activities • Inform the school and students of potential bites and sting hazards on arrival to site • School to complete confirmation form prior to excursion, providing information on all known allergies • Teacher to inform FEF teachers of any students with known allergies on arrival to site • FEF to maintain awareness of the presence of ants/bees/wasp nests at all times • Tell students to look carefully before putting hands under rocks, into logs or into dense vegetation • FEF staff are first aid trained and carry bite relief cream for minor bite treatment • Teachers required to carry First Aid kit, including EpiPen at all times and notified of this prior to excursion
5	Sun Exposure sunburn/dehydration/hyperthermia	unlikely	minor	low (4)	<ul style="list-style-type: none"> • Teachers advised to bring sunscreen and follow Cancer Council recommendations • Seek shade where possible to avoid extended exposure • Teachers/students advised to bring ample water for the field trip • FEF staff to ensure regular breaks provided during the day • FEF staff to carry First Aid Kit, including cool pack at all times • If extreme heat is forecasted, trip will be postponed
6	Cold Exposure Hypothermia	rare	minor	low (2)	<ul style="list-style-type: none"> • FEF staff advise teachers of appropriate protective clothing required, suitable for the forecasted conditions • FEF staff to carry thermal survival blanket in first aid kit • FEF to monitor conditions and modify activities in cold weather if necessary

7	Severe winds resulting in tree limb falls	rare	major	low (4)	<ul style="list-style-type: none"> Route paths and stops checked for hazardous limbs, especially after storm events Alternative routes/sites used as required Trip postponed if bushwalkers alert/strong wind/severe weather warnings in place Students advised to observe tree limbs before sitting underneath during breaks etc
8	Unexpected illness or injury during excursion: -illness with symptoms such as vomiting, fainting, migraine -illness due to pre-existing conditions	possible	negligible	low (3)	<ul style="list-style-type: none"> Schools/students are advised of the likelihood of strenuous activity and to carry any appropriate medications and self-administer when required School to provide list and inform FEF teachers of any students with pre-existing medical conditions that could impact their ability to participate in FEF excursions Monitor participants – program adjusted as necessary (e.g., return to central area and administer first aid) School to provide adequate first aid supplies and carry at all times
9	Individual getting lost	unlikely	negligible	low (2)	<ul style="list-style-type: none"> Students advised to remain as a group and maintain sight of teacher at all times FEF teacher will lead the group and remain at the front at all times. Teacher or accompanying adult to remain at the back of group where possible. Regular head count conducted by teachers to ensure all students present All accompanying adults to be given a lanyard with FEF contact information
10	Sickness from soil and plant pathogens	rare	minor	low (2)	<ul style="list-style-type: none"> Students directed to wash hands after touching soil/decaying logs Teachers to provide sanitiser to students if required\

11	Student falling into water bodies	rare	negligible	low (1)	<ul style="list-style-type: none"> Students supervised at all times when near bodies of water Students advised not to drink from streams/creeks/other bodies of water Group to remain on dedicated walking trail at all times when close to creeks and streams FEF & Teachers to establish clear boundaries when working near bodies of water
12	Bushfire Smoke inhalation, breathing difficulties, asthma, trapped by fire	possible	minor	medium (6)	<ul style="list-style-type: none"> FEF staff to be aware of fire risk at all times Check alerts for planned burns prior to all excursions If the fire safety rating is deemed unsafe, field trip will be postponed FEF staff to inform Land Manager/Owner of onsite activities and location details FEF to follow evacuation procedures of each site (as per council/land managers guidelines)
13	Transmission of communicable disease	possible	negligible	low (3)	<ul style="list-style-type: none"> Students to wash and sanitise hands frequently throughout the day (provided by teacher) Students or staff with COVID-19 symptoms are not attend Adhere to government guidelines regarding Covid safe measures
14	Loss of phone contact (unable to use phone in emergency situations)	possible	minor	medium (6)	<ul style="list-style-type: none"> Land manager/owner and school notified of trip route, site locations and timing FEF staff and/or vehicles have access to UHF and VHF radios when in remote locations FEF to notify teachers of closest phone reception point/landline in known areas with minimal reception
15	Injury resulting from public within shared spaces/ walking paths and tracks: Mountain bike, Segway, dogs on lead, Injury caused by other user	unlikely	minor	low (4)	<ul style="list-style-type: none"> FEF staff observe for other users and direct students to move safely aside FEF staff instruct students not to interact with shared users e.g. Not to pat dogs or high five Segway drivers etc

16	Safeguarding of children – Inappropriate contact with children	unlikely	minor	low (4)	<ul style="list-style-type: none"> • FEF to ensure all teaching staff have current RWVP • FEF staff and visiting group teachers are mobile, constantly vigilant and aware of students behaviour and location • Accompanying adults to check public toilets for other users before students access, and monitor the entrance during student use
17	Unpredictable or poor behaviour of students	possible	negligible	low (3)	<ul style="list-style-type: none"> • Students to be reminded of behaviour expectations throughout the excursion • Teacher to manage student behaviour • If behaviour is deemed unsafe activities will cease and group to be moved to main site area with supervision

Risk Matrix	Consequence				
	Negligible Near miss or first aid required	Minor Medical treatment	Moderate In-patient hospital treatment	Major Severe-irreversible injury	Extreme Fatality
Almost certain Will occur in most circumstances	Medium (5)	High (10)	Very High (15)	Very High (20)	Very High (25)
Likely Will probably occur in most circumstances	Low (4)	Medium (8)	High (12)	Very High (16)	Very High (20)
Possible Aware of instances that have occurred at some time	Low (3)	Medium (6)	Medium (9)	High (12)	Very High (15)
Unlikely Could occur at some time	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare May occur only in exceptional circumstances	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)