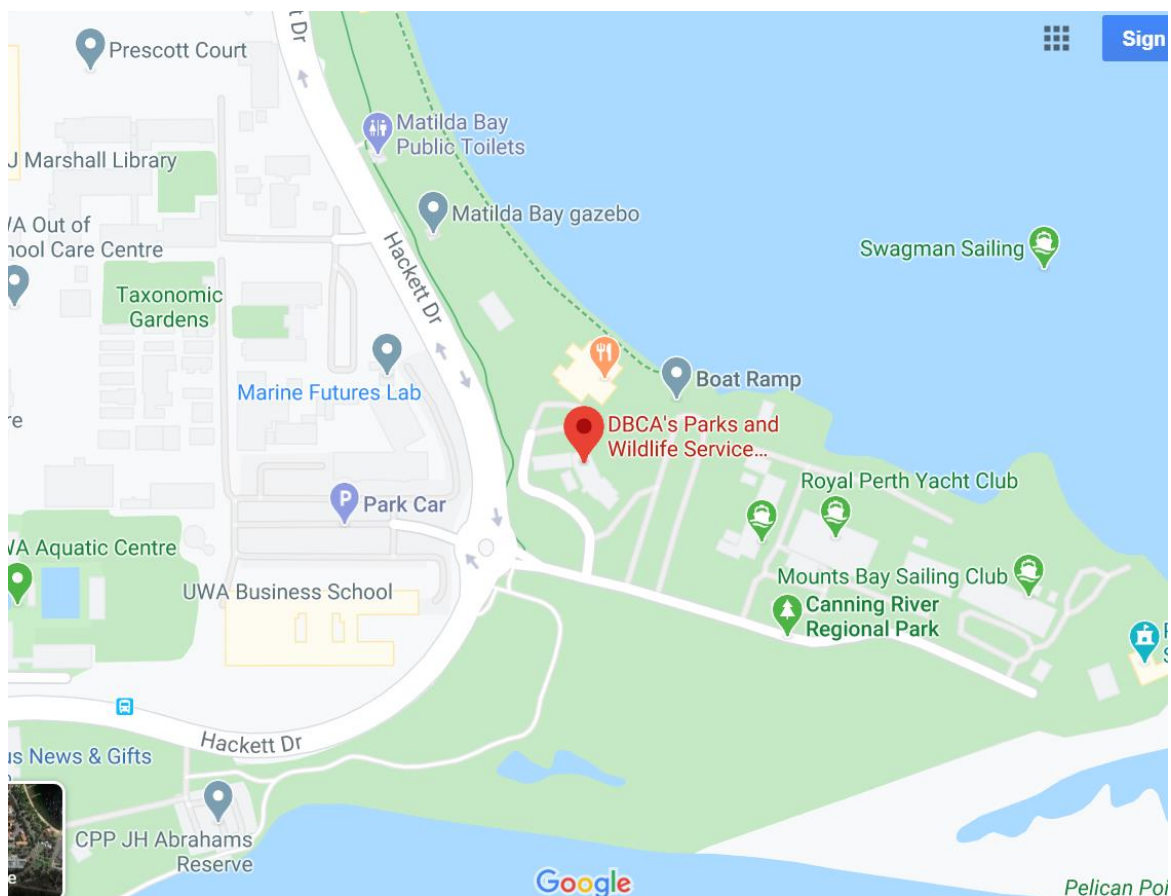


Matilda Bay Reserve

Essential information for your visit

Contents

- Map, page 1
- Risk Assessment Review, page 2
- Information to assist teachers complete the Department of Education's excursion policy checklist, page 14



Address: Cnr Australia II Drive and Hackett Drive Crawley

Link to [Google maps](#)

Meet in front of DBCA's Parks and Wildlife Service Swan Region Office, bus parking in boat ramp car park.

Phone numbers

- Booking Officer: 9295 2244
- Schools Program Coordinator (Stephen Crane): 0404 819 175

Updated August 2020

Excursion Risk Assessment Review

RISK MANAGEMENT ORGANISATION & KEY PERSONNEL

POSITION	CONTACT	CONTACT PHONE NUMBERS
Education Officer	Parks and Wildlife Service, Nearer to Nature	Richard Olive: 0407 981 539 Stephen Crane: 0404 819 175
Bookings Officer	Parks and Wildlife Service, Nearer to Nature	(08) 9295 2244
School Teacher	TBC	TBC
POLICE	000 (Emergency) 131 444 (Non urgent police attendance) (08) 9422 7111 (Perth Police Station)	
Parks and Wildlife Service Swan Region	Parks and Wildlife Ranger	9442 0300
FIRST AID	Education officer with Senior First Aid will be onsite.	A first aid station and kit will be located at meeting point
SIR CHARLES GAIRDNER HOSPITAL	Emergency: G Block, Sir Charles Gairdner Hospital, Hospital Ave, Nedlands WA 6009	6457 3333

POSITION RESPONSIBILITIES

Education Officer	<ul style="list-style-type: none"> Assume initial control of the situation with teacher Assess the situation and determine priorities Activate the relevant emergency plan Liaise with teachers Liaise with external Emergency Services Provide on-going site information for participating agencies as required Nominate relevant personnel to meet and direct emergency services Inform bookings officer of situation
Teacher	<ul style="list-style-type: none"> Assist the Education Officer in the event of an emergency Assume control of students and other adults and direct them in the appropriate actions under the education officers instructions Report situation update to the education officer as required Teacher to Liaise with school

INTRODUCTION

This Risk Management Plan has been compiled to address the risks involved with conducting excursions at Matilda Bay Reserve in the City of Perth.

This Risk Review examines all areas of risk associated with the general operation of excursions and programs developed and run by Nearer to Nature at this site.

This plan is to be considered as developmental and will be revised and expanded as required.

AIM

The aim of this plan is to document the process whereby **RISKS** are:

- **IDENTIFIED**
What, why and how risks arise as a basis for further analysis
- **ANALYSED**
In terms of likelihood and consequence
- **PRIORITISED**
Rank risks to identify management priorities
- **TREATED**
Through preventative and/or response measures involving:
 - Communication
 - Administrative
 - Structural
 - Training
- **MONITORED**
Establish a system to monitor and review the performance of the process and changes which might affect it.

OBJECTIVES

The objectives of the Risk Management Plan are to:

- Anticipate possible risks within the excursion
- Provide an effective and efficient prevention, identification and response to emergencies
- Supply relevant on-site information to Emergency Services
- Manage the orderly and timely evacuation if required of all attendees
- Establish and maintain a close working relationship with all relevant Emergency Services
- Develop specific management strategies for particular types of hazards

SCOPE OF WORK

Matilda Bay Reserve, City of Perth

The Nearer to Nature school education program is a program of Parks and Wildlife Service within Department of Biodiversity, Conservation and Attractions. Nearer to Nature runs various excursions at a variety of locations including at Matilda Bay Reserve in the City of Perth.

Nearer to Nature provides the community with unique, enjoyable activities that help participants discover natural areas in and around Perth and the south-west. Specially designed activities with curriculum links are offered for schools.

Excursions held at this site are titled, 'Junior Dolphin Watch' and on the day, students explore topics such as water quality, Swan Canning Riverpark dolphins, and sustainability through a series of interrelated activities.

Why is the excursion at Matilda Bay Reserve?

Matilda Bay is a site where dolphins are most likely to be seen from the shore. Matilda Bay Reserve has amenities like shade, toilets and a café.

Note: Matilda Bay Reserve is a public space so supervision of students is required at all times.

RISK REVIEW

Risks are evaluated on a two-dimensional matrix using a qualitative rating of the likelihood and the scale of the possible consequence. This form of evaluation provides a good graphical representation of how serious this risk is or where the individual risk lies within a group of risks. Each risk has been rated according to the Likelihood and Consequences detailed below.

LIKELIHOOD:

1	Almost certain	The event will occur in most circumstances
2	Likely	The event will probably occur at least once
3	Possible	The event might occur at some time
4	Unlikely	The event is not expected to occur
5	Rare	The event may occur only in exceptional circumstances

CONSEQUENCE (for health and safety):

A	Insignificant	No treatment required.
B	Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps).
C	Moderate	Injury requiring medical treatment or lost time.
D	Major	Serious injury requiring specialist medical treatment or hospitalisation.
E	Severe	Loss of life, permanent disability, multiple serious injuries.

MAJOR SOURCES OF EVENT RISK

This Risk Review looks at the following major sources of operational risk;

- Environmental Risk – storms, heat.
- Public Health & Safety - including crowd management, pedestrian and traffic movement, injury, assault, fire, OHS breaches.
- Asset Loss – theft, damage.

TREATMENT OPTIONS

- The review outlines the treatment best suited for the risks outlined. Below is a breakdown of the options:
 - Accept Risk = Not commercially treatable.
 - Avoid Risk = Do not carry out the activity.
 - Transfer Risk = Contract risk area to an expert service provider.
 - Mitigate = Insure via broker, check coverage and specialized risk.
 - Treat = Take some specialised action to reduce risk

RISK IDENTIFICATION

Attached you will find the risk identification charts which outline the risks involved in various aspects of event management. Subjects covered include:

- Human Resource Management
- Natural & Man-made disasters
- Operational and Crowd Safety
- Health
- Crimes and Misdemeanours

Matilda Bay Reserve Risk Assessment Review

#	Risk Type	Likelihood 1 to 5	Consequence A to E	Inherent Risk (low, moderate, high, extreme)	Residual Risk (low, moderate, high, extreme)	Notes of Treatment Principles
ESBS Catchment Activity Day Risks				Before Treatment	After Treatment	
1	Fire	5	E	H	L	Accept Risk
2	Lost Child	4	E	H	M	Mitigate/Transfer
3	Lost Adult	4	E	H	M	Mitigate/Transfer
4	Criminal activity / violent /threatening	4	E	H	M	Mitigate/Transfer
5	Criminal activity / theft	4	D	M	L	Accept Risk
6	Animal bite/attack	4	E	H	M	Mitigate/Transfer
7	Slip/falls	3	C	M	L	Accept Risk
8	Falling tree limbs	5	E	H	L	Accept Risk
9	Drowning	4	E	H	M	Mitigate/Transfer
10	Mosquito / insect bites	3	C	M	L	Accept Risk
11	Storm	5	C	M	L	Accept Risk
12	Syringe	5	E	H	L	Accept Risk
13	Sunburn and Dehydration	3	C	M	L	Mitigate/Transfer

CONSEQUENCE

LIKELIHOOD	A (Insignificant)	B (Minor)	C (Moderate)	D (Major)	E (Severe)
1 Almost certain	Moderate	High	High	Extreme	Extreme
2 Likely	Moderate	Moderate	High	High	Extreme
3 Possible	Low	Moderate	Moderate	High	Extreme
4 Unlikely	Low	Moderate	Moderate	Moderate	High
5 Rare	Low	Low	Moderate	Moderate	High

Matilda Bay Reserve Risk Assessment Review

Please find below a list of controls and actions required for the most relevant risks associated with excursions at Matilda Bay Reserve.

Risk	Level of Risk	Controls	Level of Risk
Fire	H	<ul style="list-style-type: none"> • Emergency evacuation plan 	L
Lost Child	H	<ul style="list-style-type: none"> • Teacher/parent supervision and responsibility 	M
Lost Adult	H	<ul style="list-style-type: none"> • Site map distributed to adults 	M
Criminal activity / violent /threatening	H	<ul style="list-style-type: none"> • Adult supervision and responsibility • Students informed to be aware of public and inform adult 	M
Criminal activity / theft	M	<ul style="list-style-type: none"> • Adult and student supervision and responsibility of personal belongings 	L
Animal bite/attack	H	<ul style="list-style-type: none"> • First Aid Post • Senior First Aid Officers onsite • Student informed to stay away from animals where possible 	M
Slip/falls	M	<ul style="list-style-type: none"> • First Aid Post • Senior First Aid Officers onsite • Site walked to identify potential hazards 	L
Falling tree limbs	H	<ul style="list-style-type: none"> • First Aid Post • Senior Aid Officers onsite • Site walked to identify trees at risk 	L
Drowning	H	<ul style="list-style-type: none"> • Senior First Aid Officers onsite • Teacher/parent supervision and responsibility 	M
Mosquito bites	M	<ul style="list-style-type: none"> • Mosquito Repellant 	L
Storm	M	<ul style="list-style-type: none"> • If storm occurs excursion will be cancelled 	L
Syringe	H	<ul style="list-style-type: none"> • First Aid Post • Senior First Aid Officers onsite • Site walked to identify potential hazards 	L
Sunburn and Dehydration	M	<ul style="list-style-type: none"> • Sunscreen and water available onsite • Senior First Aid Officers onsite 	L

NB: N2N education officer to confirm which teacher/s has senior first aid before excursion starts. First aid to be administered by school teacher as first point, and where appropriate with N2N education officer assisting.

Matilda Bay Reserve Risk Assessment Review

RISK ACTION PLANS

Description	Lost Child / Adult
Priority	Significant
Summary of response and impact	Education Officer to raise response as appropriate
Proposed actions	<ul style="list-style-type: none"> • Regularly count students; instruct all students to stay with group at all times. • After first five minutes emergency whistles blown and all adults notified. • Education officer and teacher to take initial action if an incident was to occur, and then contact the Police if required.
Expected level of risk after controls put in place	Medium

Description	Criminal activity / violent / threatening
Priority	Significant
Summary of response and impact	Education Officer and teacher to raise response as appropriate
Proposed actions	<ul style="list-style-type: none"> • Adults to regularly check amenities (toilet block) and patrol the area. • Education officer and teachers to take initial action if an incident was to occur, and then contact the Police if required.
Expected level of risk after controls put in place	Medium

Description	Death / Drowning
Priority	Significant
Summary of response and impact	Education Officer and teachers to raise response as appropriate
Proposed actions	<ul style="list-style-type: none"> • Prevent students from entering the water • Emergency 000 Called. Education officer and teachers to take initial action if an incident was to occur, and then contact the Police if required.
Expected level of risk after controls put in place	Medium

Matilda Bay Reserve Risk Assessment Review

Description	Snake Bite / Animal Attack
Priority	Significant
Summary of response and impact	First Aid Officers to assist
Proposed actions	<ul style="list-style-type: none"> • Adults and students to be aware of their surroundings and the presence of animals (in particular dogs) at location. • Education Officer and teachers to assess response ranging from monitoring patient to calling 000.
Expected level of risk after controls put in place	Medium

Description	Pre activity day safety warning
Priority	Significant
	<ul style="list-style-type: none"> • Teachers and parents to be advised they are responsible for their children • In an emergency the education officer will blow their whistle and everyone must meet at muster point • Point out location of muster point • Advise teachers of risk of child wandering off, dogs, and river. • First Aid Officers and first aid station will be identified to all present

Emergency Evacuation Procedure

Emergency Signal: 3 long bursts of a whistle

Please EXIT the site to car park immediately

Please report to the Staff member who has signalled the evacuation, they will be wearing a Nearer to Nature uniform.

Matilda Bay Reserve Risk Assessment Review

Information assisting teachers to complete Department of Education's excursion policy checklist

The Department of Biodiversity, Conservation and Attractions (DBCA) *Nearer to Nature Schools* excursions and activities at the Perth Hills Discovery Centre (Mundaring), the Henderson Environmental Centre (North Beach), the Forest Heritage centre (Dwellingup), Canning River Eco Education Centre (Wilson), Piney Lakes Environmental Education Centre (Murdoch) and other venues meet the Department of Education's (DoE) excursion requirements.

The following information will assist teachers in completing the DoE's *Checklist for Excursion Management Plan 2003 – Appendix A* for assessing the Perth Hills Discovery Centre and other excursion locations as excursion venues. The numbers in brackets correlate with the numbers used in the DoE's Checklist in Appendix A.

Assessing the environment (1.1)

Nearer to Nature venues offer excursion activities for school groups. Activities take place both indoors and outdoors, and along tracks in the forest. Teachers can assess the centres prior to an excursion by contacting *Nearer to Nature* for a tour of the facilities and areas used for activities.

Assessing students' capacity (1.3)

The *Nearer to Nature Schools* excursion activities are suitable for students of all ages. The activities have been designed to suit the different developmental stages of young people. Our advertising material indicates the appropriate age for each of the excursions/activities offered. There is wheelchair access to and around most venues and limited access along some of the forest tracks.

Assessing capabilities and involvement of *Nearer to Nature* officers (1.4 and 1.5)

Nearer to Nature officers have been trained for, and have experience in, leading activities in the natural environment.

They all:

- hold a current Working With Children Check, and
- are trained in first aid and hold current St John's Senior First Aid Certificates.

DBCA is a Government department and holds general liability insurance cover with a limit of \$600 million through the Insurance Commission of WA (ICWA).

Supervision strategies (2)

Each school group is allocated a *Nearer to Nature* officer for the duration of the excursion. The school is required to bring the number of adult supervisors suitable for the age group of their students. Full details are provided in the confirmation letter. On arrival at the Centre, a *Nearer to Nature* officer will greet the students and outline the program and the 'housekeeping' rules for the day. These include safety measures and defining boundaries for students.

The role of a *Nearer to Nature* officer is to facilitate the student's activities. School staff, however, have overall duty of care of their students. **Teachers should inform the *Nearer to Nature* officer of any students with special needs or medical conditions.** Our confirmation letter requests that all students arrive for the excursion/activity with a nametag (most suitable placement is on the hat).

Communication strategies (5)

The school will be advised before a group departs for the excursion if the weather conditions change suddenly and are unsuitable for the excursion e.g. very strong winds, a fierce storm or very hot conditions. Our staff will arrange for an alternative day. Walkie-talkies are carried by *Nearer to Nature* officers from the Perth Hills Discovery Centre for all activities. Mobile telephones are carried by *Nearer to Nature* Officers at other venues at all times.

Matilda Bay Reserve Risk Assessment Review

Emergency response plan (6)

The venues have an Emergency Response and Fire Evacuation plan. Our *Nearer to Nature* officers, in collaboration with other delegated Departmental staff are responsible for implementing the plan. If an evacuation is required, all school staff, students and assistants must take directions from our *Nearer to Nature* officers. They can be recognised by their uniform. The *Nearer to Nature* administration staff have records of when and where all activities are taking place. Student and adult numbers are recorded at the Centre prior to departure for activities in the forest.
