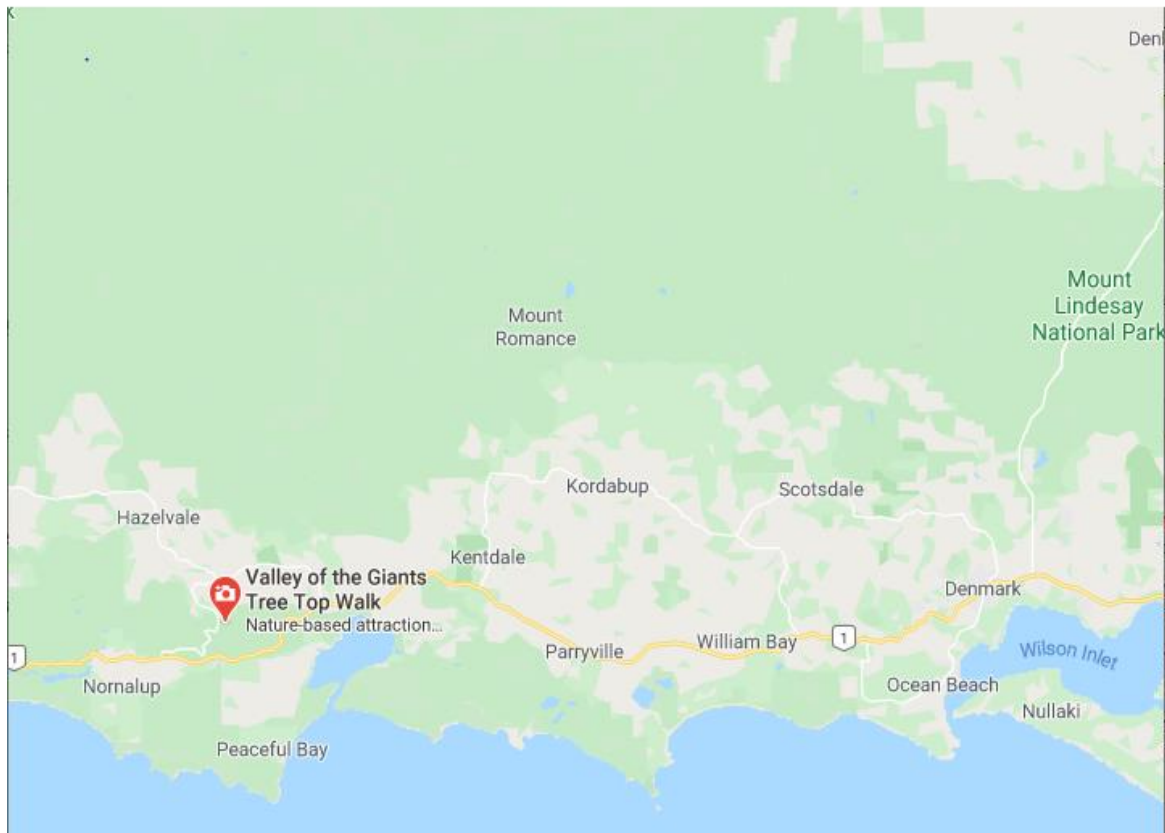


Valley of the Giants, Tree Top Walk

Essential information for your visit

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



Address: 502 Valley of the Gaints road, Tingledale, WA 6333

Link to [Google maps](#)

Phone numbers

- Site Manager (Ryan Smith): 0406 707 756
- Visitor Services Officer (Lisa. McKenney): 08 9840 8263

Updated July 2020

Excursion Risk Assessment Review

RISK MANAGEMENT ORGANISATION & KEY PERSONNEL

POSITION	CONTACT	CONTACT PHONE NUMBERS
Manager	Department of Biodiversity, Conservation and Attractions: Valley of the Giants Tree Top walk	Ryan Smith 0406 707 756
Visitor Services Officer	Department of Biodiversity, Conservation and Attractions: Valley of the Giants Tree Top walk	Lisa McKenney (08) 9840 8263
School Teacher	TBC	TBC
POLICE	000 (Emergency) (08) 9848 0500 (Denmark Police) (08) 9840 1618 (Walpole Police)	
N2N guides	Helen Nash (senior guide)	(08) 9840 8263
FIRST AID	N2N guide with First Aid will be onsite. N2N to confirm morning of excursion which teachers have first aid	N2N contact number as above A first aid kit will be carried by N2N officer
Silver Chain Walpole Denmark Hospital		(08) 9840 0900 (08) 9848 0600

POSITION RESPONSIBILITIES

N2N guide	<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 Site Manager 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 Site Manager as required • Teacher to Liaise with school

INTRODUCTION

This Risk Management Plan has been compiled to address the risks involved with conducting excursions at the Valley of the Giants Tree Top walk.

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

Valley of the Giants Tree Top Walk Excursion

Nearer to Nature is an education program for Parks and Wildlife Service within Department of Biodiversity, Conservation and Attractions. Nearer to Nature run various excursions at a variety of locations including VOG, TTW.

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

Note: Most areas of VOG, TTW are open to the public 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 – hail storms, heat, tree limbs etc.
- Public Health & Safety - including crowd management, pedestrian and traffic movement, injury, assault, fire, OHS breaches.

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

Valley of the Giants, Tree Top Walk 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
Valley of the Giants Tree Top Walk				Before Treatment	After Treatment	
1	Sun exposure	1	B	H	L	
2	Trips	2	B	M	L	
3	Falls	2	B	M	L	
4	Insect stings and bites and Sword grass cuts	2	B	M	L	
5	Dehydration	2	B	M	L	
6	Falling tree limbs	3	D	H	L	
7	Hit by car crossing road	5	E	H	L	
8	Lost child	2	B	M	L	
9	Snake bite	4	D	M		
10						
11						

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

Valley of the Giants, Tree Top Walk Risk Assessment Review

Please find below a list of controls and actions required for the most relevant risks associated with excursions at VOG, TTW.

Risk	Level of Risk	Controls	Level of Risk
Sun exposure	H	Wear sun protection, hat and sunglasses	L
Trips	M	Walk only on designated tracks. Check track for major trip hazards and remove them. Wear appropriate footwear. Have a radio and first aid kit with you.	L
Falls	M	Walk only on designated tracks. Look out for uneven ground, tree roots and steps. Always walk facing forward, stop to address the group. Have a radio and first aid kit with you.	L
Insect stings and bites. Snake bites. Sword grass cuts.	H	Walk only on designated tracks. Avoid areas of long grass, wear boots or other appropriate protective footwear. Do not sit or lean on logs prior to checking for bull ants or other insects. Have a radio and first aid kit with you. Brief your group on safety issues at the beginning of each walk.	L
Dehydration	M	Always carry water. Stop regularly to drink. Stop walking if feeling faint or dizzy.	L
Falling tree limbs	H	Conduct regular VRM inspections of the track. Remove hazards where possible. Walk only on designated route. Avoid stopping under large/dead/dying overhanging branches.	L
Crossing roads	H	Stop, look, listen and think. Use footpaths and safest crossing place. Keep group together when crossing. Have a teacher/helper at the back of the group. Do not cross near curves and where vegetation might hide children from view.	L
Lost child	M	Count your group at the beginning of the activity. Pair children where possible, have a teacher or parent helper at the back of the group. Brief children on what to do if lost at the beginning of the activity. Always have a radio with you. Count children at the end of the activity.	L

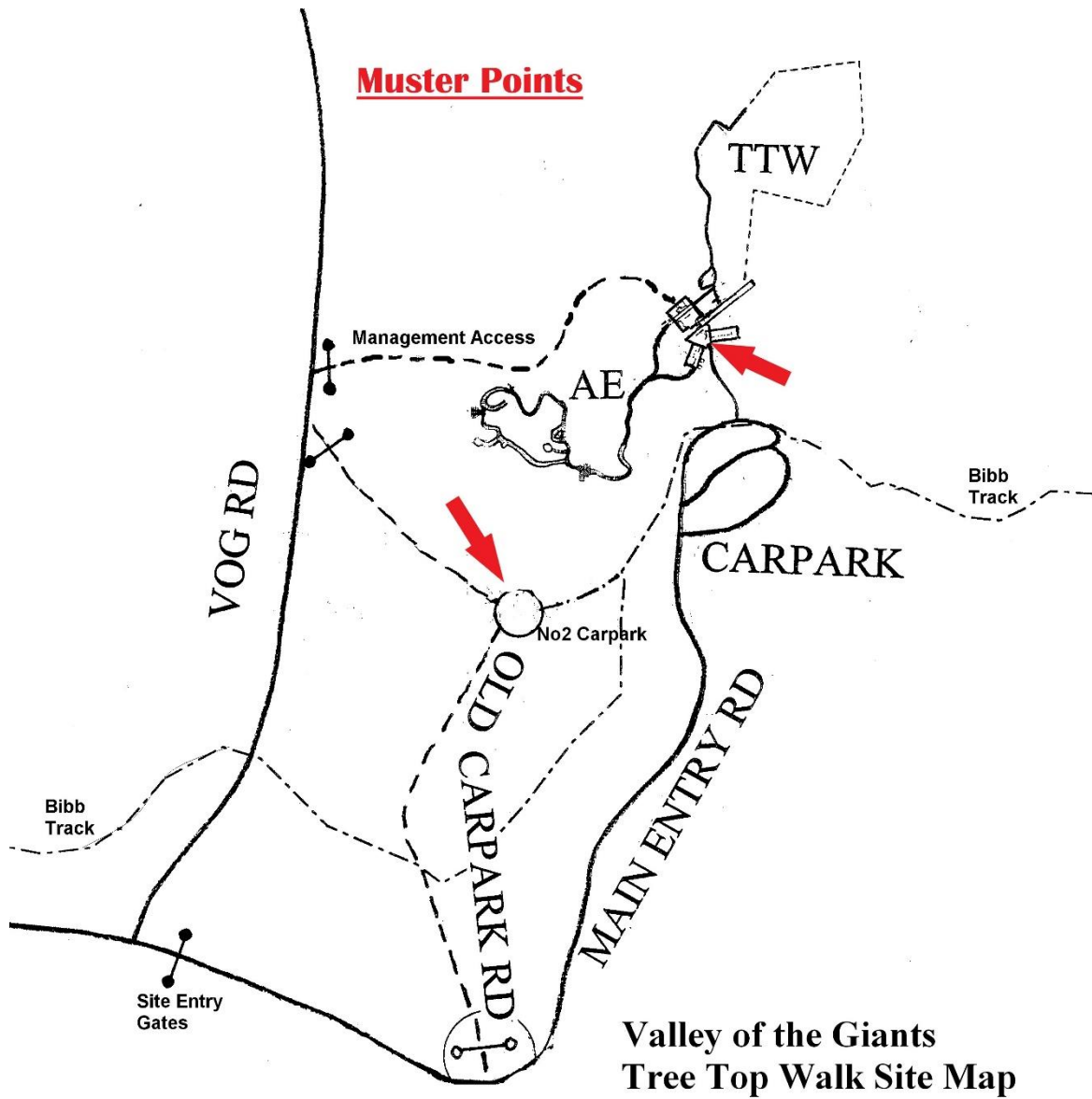
NB: N2N education officer to identify first aid equipment and confirm which teacher/s has senior first aid before excursion starts. First aid to be administered by school teacher as first point, and where appropriate with N2N education officer assisting. Check N2N officer is carrying Whistle, water and 2-way radio.

RISK ACTION PLANS

Description	Lost Child/Adult
Priority	Significant
Summary of response and impact	Education Officer & teacher to raise response as appropriate
Proposed actions	<ul style="list-style-type: none"> -Regular checks of all participants -Education Officer and teachers to take initial action if an incident was to occur -Contact police if required
Expected level of risk after controls put in place	Moderate

Description	Snake bite/ Insect bite (reaction)
Priority	Significant
Summary of response and impact	First Aid officer/s to assist
Proposed actions	<ul style="list-style-type: none"> -Adults and students to be aware of their surroundings -Ensure children who need them have their Epipen available -Education Officer and teachers to assess response-monitor patient-call 000 if necessary
Expected level of risk after controls put in place	Moderate

Description	Falling Tree Limbs
Priority	Significant
Summary of response and impact	Education Officer and First Aid officer to respond as appropriate
Proposed actions	<ul style="list-style-type: none"> -Adults and students to be aware of their surroundings -If accident occurs- First aid response -Use 2-way radio to put call through to 000/or mobile phone if in range -Remove rest of students & adults to the muster point
Expected level of risk after controls put in place	Moderate



Emergency Evacuation Procedure

Valley of the Giants, Tree Top Walk

Emergency Signal: 3 long bursts of a whistle

Please EXIT the building/area of activity immediately and proceed to the nearest Muster Point.

Please report to the Staff member who has signalled the evacuation.

Muster points for N2N Eco education activities at the Valley of the Giants are:

Incredible Invertebrates, Exploring Erosion and Autopsy of a Tree:

Shelter in Overflow/carpark 2

Ferals in the Forest and Eco Night walk:

area outside Shop/Toilets

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 Valley of the Giants, Tree Top walk 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 Valley of the Giants, Tree Top walk 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 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 Valley of the Giants, 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.***

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. Two way radios are carried by *Nearer to Nature* officers from the Valley of the Giants, Tree Top walk for all activities.

Emergency response plan (6)

Valley of the Giants, Tree Top Walk Risk Assessment Review

The venue has 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 Valley of the Giants prior to departure for activities in the forest.
