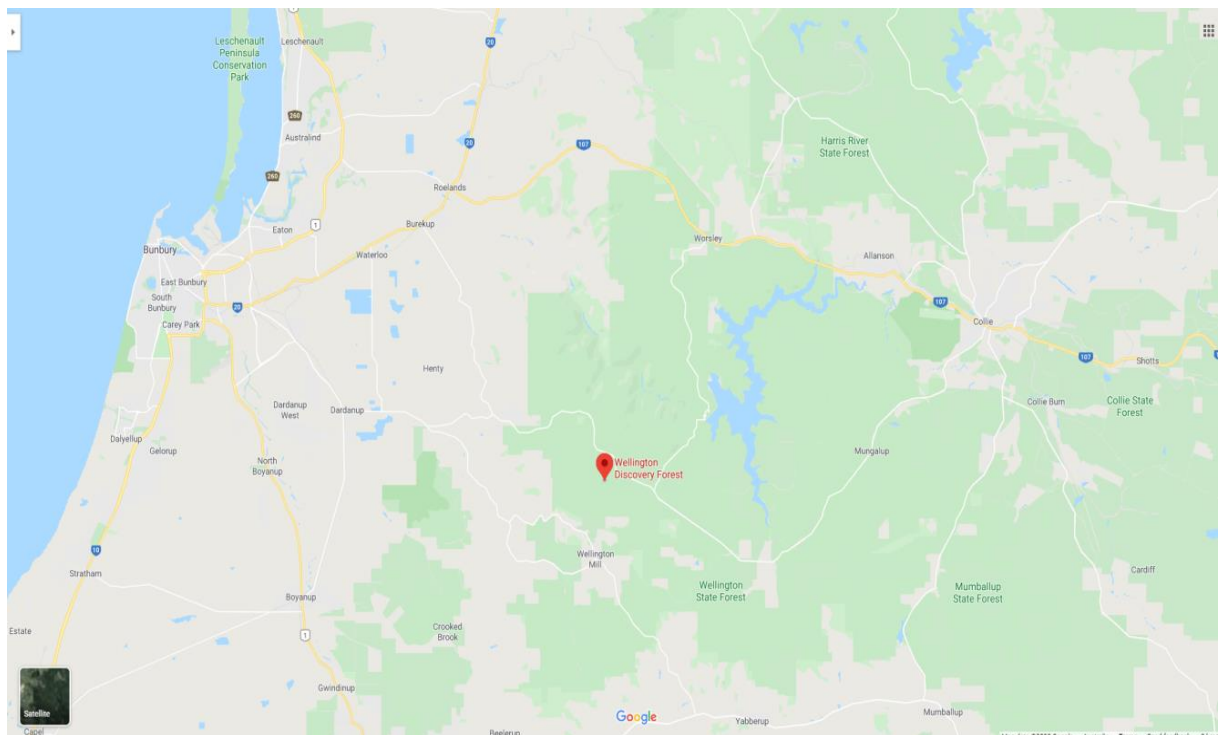


## Wellington Discovery Forest Centre

### 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: 332 Wellington Forest Rd, Wellington Forest WA 6236

Link to Google Maps <https://www.google.com.au/maps/place/Wellington+Discovery+Forest/@-33.3884074,115.9177879,12z/data=!4m5!3m4!1s0x2a31c37f817fdd39:0x79b07a32fbf9bee018m2!3d-33.4310422!4d115.915728>

#### Phone Numbers

- Parks and Wildlife, SW Regional Office 97254300
- Eco-Education Project Officer (John Anderson): 0427 980 306

Updated February 2020

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# Excursion Risk Assessment Review

## RISK MANAGEMENT ORGANISATION & KEY PERSONNEL

POSITION	CONTACT	CONTACT PHONE NUMBERS
Eco-Education Project Officer	Department of Biodiversity, Conservation and Attractions Nearer to Nature	John Anderson: 0427 980 306
Bookings	Parks and Wildlife Service South West Regional Office, Bunbury	(08) 97254300
School Teacher	TBC	TBC
POLICE	000 (Emergency) 9734 6333 (Collie Police) 9797 0222 (Australind Police)	
Wellington District; Parks and Visitor Services Coordinator	9734 1988 (Collie Office)	Leon Price: 0429 932 441
FIRST AID	Nearer to Nature officer with Senior First Aid will be onsite. N2N to confirm morning of excursion which teachers have first aid	Nearer to Nature(N2N) officers carry a basic first aid kit. A first aid kit is located at meeting point
Collie Hospital	Deakin St & Steere St Collie WA 6225	9735 1333
Bunbury Regional Hospital	Bussell Highway (Cnr Robertson Drive)	9722 1000

## POSITION RESPONSIBILITIES

<b>Nearer to Nature(N2N) Officer</b>	<ul style="list-style-type: none"> <li>Assume initial control of the situation with teacher</li> <li>Assess the situation and determine priorities</li> <li>Activate the relevant emergency plan</li> <li>Liaise with teachers</li> <li>Liaise with external Emergency Services</li> <li>Provide on-going site information for participating agencies as required</li> <li>Nominate relevant personnel to meet and direct emergency services</li> <li>Inform Eco-Education Project Officer of situation</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>Assist the N2N Officer in the event of an emergency</li> <li>Assume control of students and other adults and direct them in the appropriate actions under the N2N officer instructions</li> <li>Report situation update to the N2N officer as required</li> <li>Teacher to Liaise with school</li> </ul>

## INTRODUCTION

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This Risk Management Plan has been compiled to address the risks involved with conducting excursions at Wellington Discovery Forest Centre.

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

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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

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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

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### Wellington Discovery Forest Centre 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 Wellington Discovery Forest Centre.

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

Wellington Discovery Forest Centre is a purpose-built educational facility in the Wellington National Park Jarrah/Marri forest with a network of trails that allow school groups to explore various aspects of the forest ecosystem.

**Note:** Some areas of the Wellington Discovery Forest Centre are open to the public, so supervision of students is required at all times.

## MAJOR SOURCES OF EVENT RISK

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

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

## TREATMENT OPTIONS

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- 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

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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

## PRE-EXCURSION SAFETY WARNING

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At the commencement of every excursion, students and teachers will be given an on site induction which includes:

- 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
- First Aid Officer and first aid station will be identified to all present

## RISK REVIEW

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

### CONSEQUENCE (for health and safety):

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

Wellington Discovery Forest Centre 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
Wellington Discovery Forest Centre Excursion Risks				Before Treatment	After Treatment	
1	Fire	5	E	H	L	Accept Risk
2	Lost Child	4	E	H	M	Mitigate/Transfer / Treat
3	Lost Adult	4	E	H	M	Mitigate/Transfer / Treat
4	Criminal activity / violent /threatening	5	E	H	M	Mitigate/Transfer/Treat
5	Criminal activity / theft	5	D	M	L	Accept Risk
6	Animal bite/attack	4	E	H	M	Mitigate/Transfer / Treat
7	Slip/falls	3	C	M	L	Accept Risk
8	Falling tree limbs	5	E	H	L	Accept Risk
9	Mosquito/tick bites	3	C	M	L	Accept Risk
10	Storm	5	C	M	L	Accept Risk
11	Sunburn and Dehydration	3	C	M	L	Mitigate/Transfer / Treat
12	Anaphylactic reaction to allergy	3	E	E	M	Mitigate/Transfer/Treat

**CONSEQUENCE**

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

Wellington Discovery Forest Centre Risk Assessment Review

Please find below a list of controls and actions required for the most relevant risks associated with excursions at Wellington Discovery Forest Centre.

<b>Risk</b>	<b>Level of Risk</b>	<b>Controls</b>	<b>Level of Risk</b>
Fire	H	<ul style="list-style-type: none"> <li>Emergency evacuation plan</li> </ul>	L
Lost Child	H	<ul style="list-style-type: none"> <li>Teacher/parent supervision and responsibility</li> </ul>	M
Lost Adult	H	<ul style="list-style-type: none"> <li>Site map distributed to adults</li> </ul>	M
Criminal activity / violent /threatening	H	<ul style="list-style-type: none"> <li>Adult supervision and responsibility</li> <li>Students informed to be aware of public and inform adult</li> </ul>	M
Criminal activity / theft	M	<ul style="list-style-type: none"> <li>Adult and student supervision and responsibility of personal belongings</li> </ul>	L
Animal bite/attack	H	<ul style="list-style-type: none"> <li>First Aid Post</li> <li>Senior First Aid Officers onsite</li> <li>Student informed to stay away from animals where possible</li> </ul>	M
Slip/falls	M	<ul style="list-style-type: none"> <li>First Aid Post</li> <li>Senior First Aid Officers onsite</li> <li>Site walked to identify potential hazards</li> </ul>	L
Falling tree limbs	H	<ul style="list-style-type: none"> <li>Tree hazards assessed by qualified arborist every 2 years</li> <li>First Aid Post</li> <li>Senior Aid Officers onsite</li> <li>Site walked prior to activity to identify any tree risks</li> </ul>	L
Mosquito / tick bites	M	<ul style="list-style-type: none"> <li>Mosquito Repellant / Spray to treat tick bites</li> </ul>	L
Storm	M	<ul style="list-style-type: none"> <li>If storm occurs excursion will be cancelled</li> </ul>	L
Sunburn and Dehydration	M	<ul style="list-style-type: none"> <li>Sunscreen and water available onsite</li> <li>Senior First Aid Officers onsite</li> </ul>	L
Anaphylactic reaction	E	<ul style="list-style-type: none"> <li>Identification of allergies</li> <li>Schools required to bring and carry appropriate medication (eg, EpiPen)</li> <li>Student to avoid risk factors</li> <li>Senior First Aid Officers onsite</li> </ul>	M

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.



## RISK ACTION PLANS

Description	Lost Child / Adult
Priority	Significant
Summary of response and impact	N2N Officer and teacher to raise response as appropriate
Proposed actions	<ul style="list-style-type: none"> <li>• Regularly check all participants are present</li> <li>• After first five minutes emergency whistles blown and all adults notified.</li> <li>• Education officer and teacher to take initial action if an incident was to occur, and then contact the Police if required.</li> </ul>
Expected level of risk after controls put in place	Moderate

Description	Criminal activity / violent / threatening
Priority	Significant
Summary of response and impact	N2N Officer and teacher to raise response as appropriate
Proposed actions	<ul style="list-style-type: none"> <li>• Adults to regularly check amenities (toilet block) and patrol the area.</li> <li>• N2N officer and teachers to take initial action if an incident was to occur, and then contact the Police if required.</li> </ul>
Expected level of risk after controls put in place	Moderate

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"> <li>• Adults and students to be aware of their surroundings and the presence of animals at location.</li> <li>• Education Officer and teachers to assess response ranging from monitoring patient and supervising others, to calling 000.</li> </ul>
Expected level of risk after controls put in place	Moderate

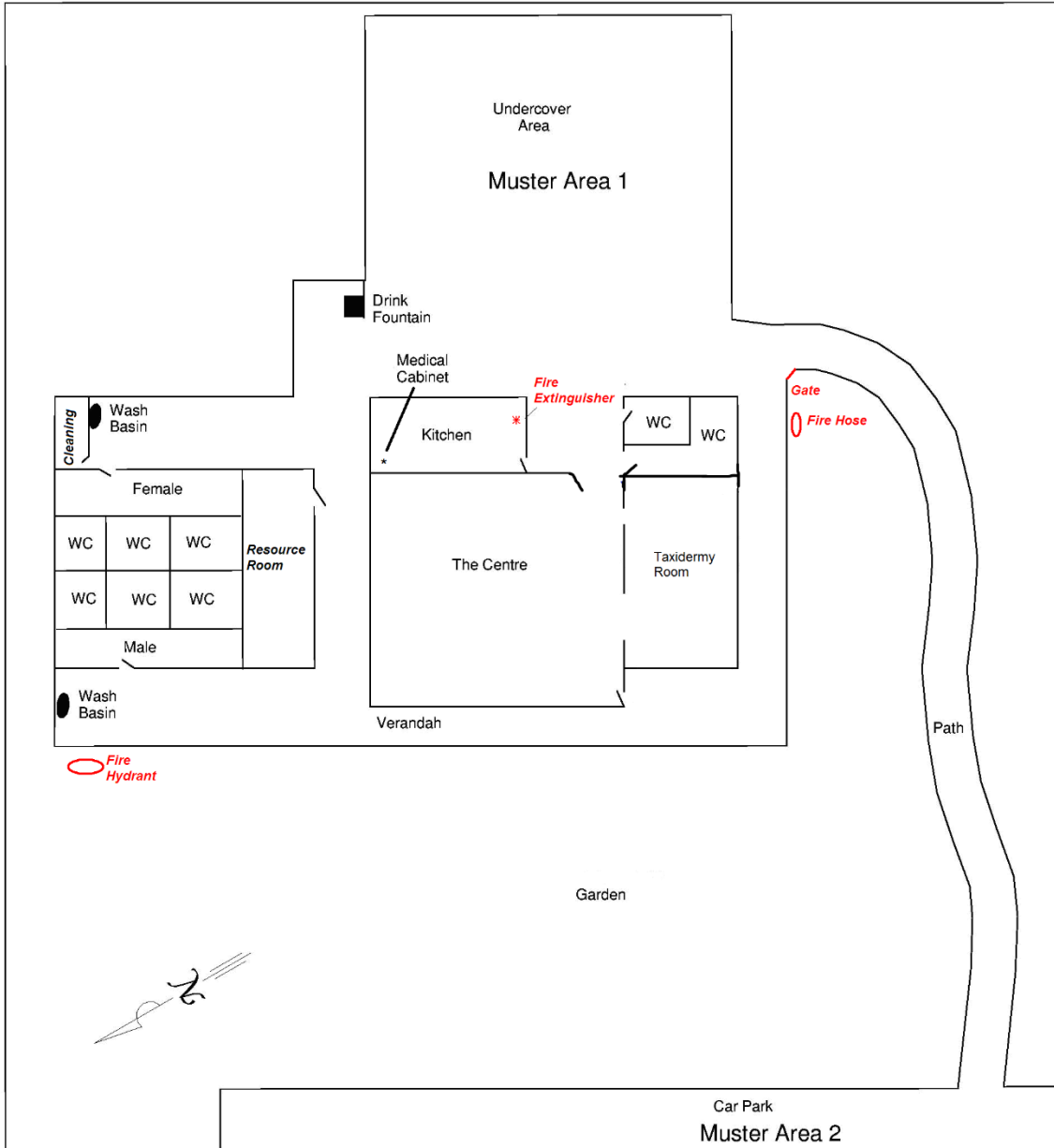
Wellington Discovery Forest Centre Risk Assessment Review

<b>Description</b>	<b>Anaphylactic reaction</b>
<b>Priority</b>	Significant
<b>Summary of response and impact</b>	First Aid Officers and teacher to assist
<b>Proposed actions</b>	<ul style="list-style-type: none"> <li>• Supervising teachers required to identify all students at risk and carry required medication at hand throughout excursion</li> <li>• Student and supervisors to be made aware of factors and activities which may create risk of trigger</li> <li>• Education Officer and teachers to assess response ranging from monitoring patient and supervising others, to calling 000.</li> </ul>
<b>Expected level of risk after controls put in place</b>	Moderate

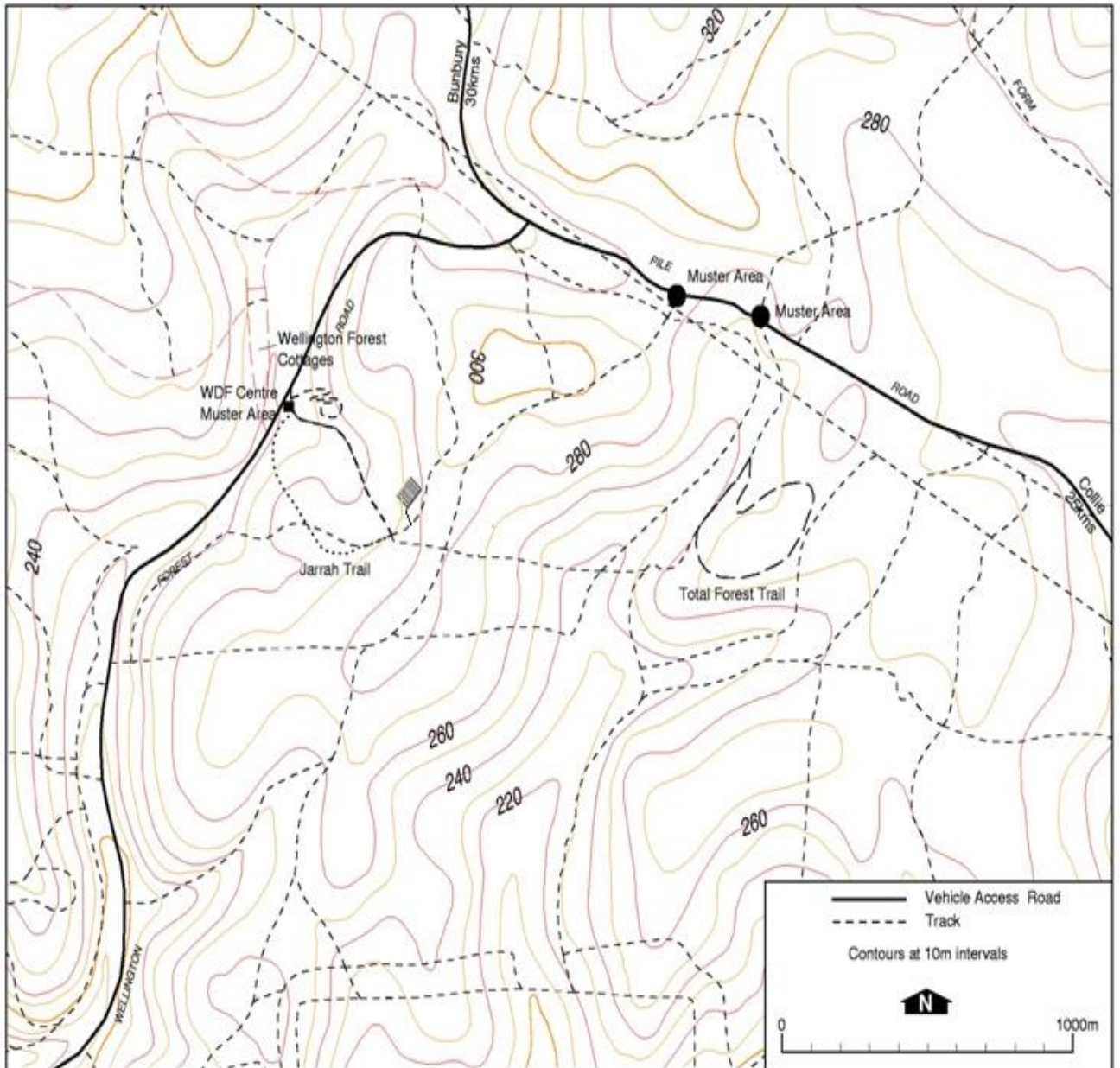
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# Wellington Discovery Forest Centre Risk Assessment Review

LAYOUT OF WELLINGTON DISCOVERY FOREST CENTRE (Not To Scale)



Wellington Discovery Forest Centre Risk Assessment Review



## **Emergency Evacuation Procedure**

### **Wellington Discovery Forest Centre**

**Emergency Signal:** 3 long bursts of a whistle

In the event of an evacuation the N2N Officer will blow their whistle three times, and lead their group to the most appropriate muster area.

#### **Muster Areas.**

The First Muster Area is the undercover area adjacent to the main building at the centre. Visiting groups assemble in the area on arrival at the centre.

The Secondary Muster Area is the main car park in which visitors disembark from their vehicle.

The Third Muster Area is on Pile Road. Pile Road is adjacent to the Jarrah Trail and runs in an approximately East-West direction. The Pile Road muster point will be used in the eventuality of a fire being located between the visiting group and the Centre

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# Wellington Discovery Forest Centre 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 Wellington Discovery Forest Centre ( Wellington National Park), the Forest Heritage centre (Dwellingup), the RAC Margaret River Nature Park (Margaret River) 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 Wellington Discovery Forest 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 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. Mobile telephones are carried by *Nearer to Nature* Officers at the venues at all times.

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## Wellington Discovery Forest Centre 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 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.

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