

Safety is in our *nature*

Document Name: Safety Risk Assessment Template
 Document No: TMP-OHS-028
 Version No: 6
 Issue Date: April 2022
 Doc Owner: OHS Coordinator
 Responsible Authority: P&C Manager
 Next Review Date: April 2023

Safety Risk Assessment

Details of the Activity	
Organisation: <i>Who will be managing the works?</i>	Phillip Island Nature Parks Date: 30 September 2022
Work Description: <i>Provide details of the work to be undertaken</i>	Indoor and outdoor visitor experience led tours and activities during the day and /or night –walking trails, heritage house and buildings, museum collection, historic farm machinery, people management, domestic animals, wildlife school groups, spotlight walking tours, event activities. Note: For Churchill Island events refer Events Coordinator (safety risk owner)
Department/Location of Works: <i>Who is conducting the work and where it takes place</i>	Visitor Experiences, Ground Services Churchill Island Heritage Farm including Churchill Island walking tracks, Visitors centre, Fishers Wetland – boardwalks, grounds maintenance
References: <i>Acts, Regulations, Compliance Codes, Codes of Practice, Australian Standards, procedures ..etc</i>	OHS Act (2004), OHS Regulations (2017), Nature Parks Child Code of Conduct, Nature Parks Emergency Management Plan, Churchill Island Preventative Maintenance Plan, Churchill Island Disaster Plan
Equipment Required: <i>Provide details of the equipment to be used, including any mobile plant, power tools...etc</i>	School Tours resource tub: activity plan, learning props, First Aid Kit, Defibrillator, radio, PA system. Red Light torches (spotlighting) EBB Taxidermy, bandicoot Grass nest. First Aid backpacks.
PPE Required: <i>Provide details of the PPE to be worn</i>	Enclosed footwear (steel capped boots), Hat, Sun Protection, Gloves, Eye protection
Safe Work Practices to be used: Safe Work Procedures, SWMSs, Training required, Safety Briefings...etc.	Occupational Health & Safety Policy First Aid Training and CPR Safety briefings, site induction, Standard Operating Procedures
Pre-requisites and Training Requirements: <i>Licenses, permits etc.</i>	WWCC, Drivers licence, Training – EBB handling experience/training for rangers conducting the educational experience, familiarity with Churchill Island. <ul style="list-style-type: none"> All staff delivering visitor experiences trained in activity including shadowing a more experienced ranger leading a session Hand sanitizing Cleaning and sanitizing of items used in the learning session.



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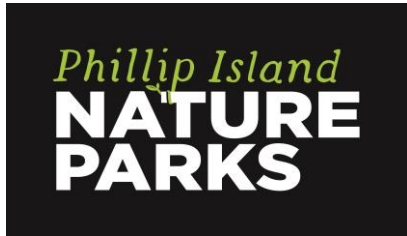
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	<ul style="list-style-type: none"> 1.5m social distancing for adults Record of school, date and time recorded in the "Outlook Bookings Calendar"
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Overall Activity Residual Risk (determined by the highest residual risk rating on this Risk Assessment, please fill cell with colour to define E.g., VERY HIGH)			
LOW	MEDIUM	HIGH	VERY HIGH

Details of the Assessment Team					
Name	Position	Date	Name	Position	Date
Carolyn Gleixner	OHS Coordinator				
Peter Officer	Attraction Supervisor				
Ewan MacLeod	Learning Experience Officer				

Level of Risk – Risk Matrix						
Likelihood Ratings			Consequence Ratings			
Almost Certain	L5	Is expected to occur in most circumstances	Catastrophic	C5	Fatality or irreversible significant impairment	
Likely	L4	Will probably occur in most circumstances	Major	C4	Permanent impairment	
Possible	L3	Might occur at some time	Moderate	C3	Short term impairment	
Unlikely	L2	Could occur at some time	Minor	C2	First aid treatment	
Rare	L1	May occur in exceptional circumstances	Insignificant	C1	No physical injury	
		Consequence				
		Negligible (C1)	Minor (C2)	Moderate (C3)	Major (C4)	Catastrophic (C5)
Likelihood	Almost Certain (L5)	Medium	High	High	Very High	Very High
	Likely (L4)	Medium	Medium	High	High	Very High



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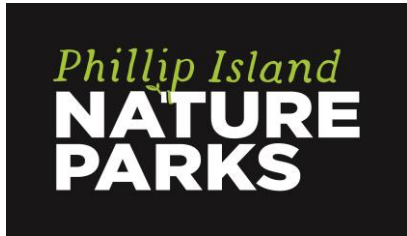
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Possible (L3)	Low	Medium	Medium	High	High
Unlikely (L2)	Low	Low	Medium	Medium	High
Rare (L1)	Low	Low	Low	Medium	High

Outcomes	
Very High	Intolerable risk, Very High /High order controls to be used
High	Generally intolerable risk, Very High/High order controls must be implemented before proceeding. In some circumstances where the risk cannot be eliminated medium order controls may be used only upon approval from a manager.
Medium	Residual risk, tolerable only if further risk reduction is impracticable. Medium order controls or greater should be used
Low	Risk reduction is unlikely as it is not practicable. Low order controls or greater should be used.

Hierarchy of Controls		
	Very High and High Order Controls	Elimination – Completely remove / dispose of the hazard or remove the need to complete the task. Substitution – Reduce the hazard, i.e., use a boom lift instead of a ladder, or determine an alternative method of completing task
	Medium Order Controls	Isolation – Separate people from the hazard to limit exposure by using physical barriers, fencing, handrails, or bollards. Engineering – Make physical changes to the hazard, including guarding, structural support or improving ventilation / air flow.
	Low Order Controls	Administrative – Use a procedure to reduce the risk, i.e., Review and update risk assessments, follow a procedure / process. Personal Protective Equipment (PPE) – Safety Boots, helmet, gloves, fall protection / arrest harness, long-longs, or a sun hat.

If any High-risk work (as below) is identified in the Risk Assessment, a SWMS MUST be prepared and approved before starting the work.



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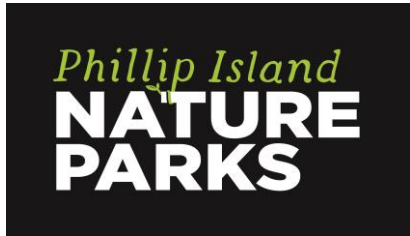
Risk of falling more than 2m	Telecommunications towers	Demolition	Removal or disturbance of asbestos	Structural alterations
Confined space	Work involving a trench or shaft more than 1.5m deep	Tunnels	Explosives	On or near pressurised gas distribution mains or piping
On or near chemical, fuel or refrigerant lines	On or near energised electrical installations or services	In an area that may have a contaminated or flammable atmosphere	Involving tilt-up or precast concrete	On or next to roadways or railways
Where there is any movement of powered mobile plant	Area where there are artificial extremes of temperature	In, over or next to water / liquids where there is a risk of drowning	Diving	

Safety Risk Assessment Guide – Common Hazards found in the Workplace

Mechanical Hazards - Plant, equipment & tools that have the potential to cut, rip, tear, abrade, crush, penetrate, entangle, produce projectiles, or cause sudden impact.	Energy / Environment / Infrastructure – Activities or things which have the potential to cause harm, including electricity, vibration, rain, radiation (UV), temperature, noise & damaged infrastructure.	Gravity - Activities that are carried out where a person can fall from height, or an object can fall on people working or accessing below. E.g., work on a structure, in a tree, on a cliff or in an EWP.
Body Stressing or Impact Hazards - Activities causing stress to muscles or skeleton, including hazardous manual handling: working with animals, lifting or moving goods or materials, ergonomic workstation set up & housekeeping or obstructions causing slips, trips or falls on the same level.	Psychological hazards - Events, people, crowds, systems of work or other circumstances that have the potential to lead to psychological & associated illness, including work-related stress, bullying, verbal / physical / sexual harassment, occupational violence and aggression, and work-related fatigue.	Chemical & biological hazards - Chemicals, dusts, gasses, body fluids, powders, & vapours that have the potential to impair or have adverse effects on human health, cause disease / illness or have the potential to be explosive, flammable, toxic to humans or flora / fauna or corrosive when stored or used in the workplace.

Steps and Risk Assessment of the Activity

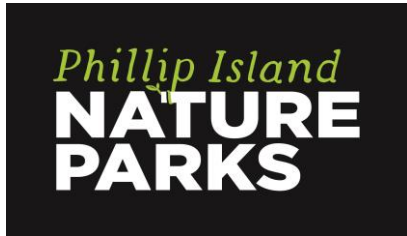
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Activities around Churchill island including beaches, car parks, fields, walking	Physical Slipping or tripping on walkways or tracks. Collision during game play	L3 x C3 = Medium	<ul style="list-style-type: none"> Safety briefing before tour / activity starts Modified tour protocols Staff supervision / control 	Visitor Experience staff Conservation staff	L1 x C1 LOW



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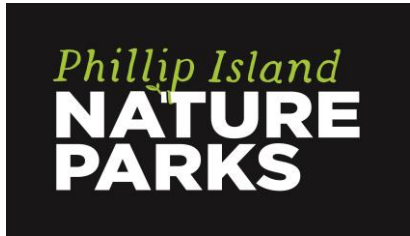
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tracks. Walking Tours around gardens, Visitor Centre and Heritage Buildings. Playing Old Fashioned Games. Attending farm demonstrations.			<ul style="list-style-type: none"> Group structure: staff at front of group and second adult/teacher/ ranger at the back of group. All rangers first aid trained and carry first aid kit at all times Staff to set up games and consider state of lawn (mown grass, moisture) 	Ground Services Farm Team	
	Biological Animal encounters (bites, stings, scratches etc.)	L4x C3 High	<ul style="list-style-type: none"> Rangers hold current first aid certification First aid kit carried at all times with snake bandages Rangers are anaphylactic trained. Anaphylactic sufferers to carry epi-pens. Mobile phone and or radio carried Teachers from schools present at all times Trained staff member in animal handling present at all times. Participants kept behind fences for working dogs and sheep shearing Cow in confined space with multiple exit points for people (rangers and visitors) Cows leg and head tethered Cow fed while being milked 	Visitor Experience Rangers Learning Experience Officer OHS Coordinator Farm Team Site Supervisor	L4 x C2 Medium



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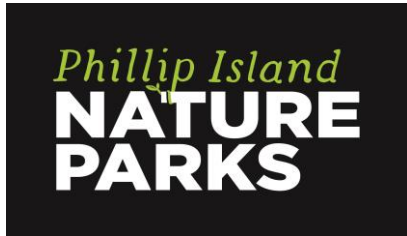
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	Biological Allergic reactions	L2 x C4 = medium	<ul style="list-style-type: none"> Rangers hold current first aid certification First aid kit carried at all times Mobile phone or radio carried Staff are first aid inc anaphylactic trained. Anaphylactic sufferers to carry epi-pens. Teachers from schools present at all times No food sharing occurs 	Visitor Experience Rangers Learning Experience Officer OHS Coordinator	L1 x C4 = Low
	Biological Asthma Attack	L2 x C4 = medium	<ul style="list-style-type: none"> Staff trained in first aid Staff carry first aid kit Students bring all medication required Mobile phone or radio carried Teachers from schools present at all times 	Visitor Experience Rangers Learning Experience Officer OHS Coordinator	L1 x C4 = Low
	Biological Sunburn/heat stroke	L3 x C3 = medium	<ul style="list-style-type: none"> All participants will be advised of appropriate clothing. Staff will be provided with appropriate uniform options Participants advised to bring sunscreen and hat Shade is used whenever possible if outdoors 	Visitor Experience Rangers Site Supervisor	L1 x C3 = low



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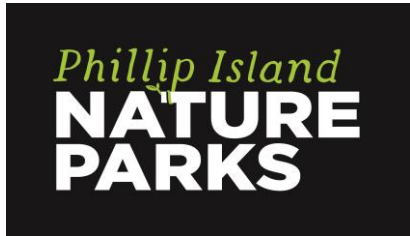
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			<ul style="list-style-type: none"> Activities cancelled in extreme weather. Indoor activities provided if weather conditions are too extreme. 		
	Psychosocial Missing children	L3 x C5 = High	<ul style="list-style-type: none"> Rangers conduct safety briefing prior to tour Group structure: staff at front of group and teacher at the back of group Adhere to child to adult ratio for activity Head count at beginning and end of program. (Plus at key points throughout). Minimum of two school teachers remain with group at all times 	Visitor Experience Rangers Farm Team	L2 x C1 = low
	Occupational Violence & Aggression – including sexual harassment, discrimination or physical, sexual or verbal abuse/assault towards staff (Psychological)	L3x C3 MEDIUM	<ul style="list-style-type: none"> Staff are trained in conflict resolution (Administration) OVA safety alerts and “respect our staff” signage (Administration) Visitor requirements are clearly explained on the website and through signage on site (Administration) Staff have access to two-way radios (PPE) Escalation processes (Administration) 	Site Supervisor, Visitor Experience Manager	L2 X C2 LOW
Customer Service- Including tickets and ticket checks, providing	Occupational Violence & Aggression – including sexual harassment, discrimination or	L1 x C5=medium	<ul style="list-style-type: none"> All staff hold Working with Children’s Check (WWC) and/or Victorian Institute of Teaching (VIT) registration 	Learning Experience Officer	L1 x C1 = low



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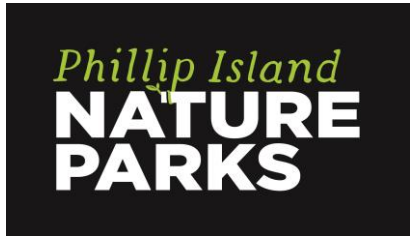
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a positive visitor experience, demonstrations, communicating key safety and compliance messages to visitors	physical, sexual or verbal abuse/assault towards staff (Psychological)		<ul style="list-style-type: none"> All staff current level 2 first aid trained with CPR yearly refreshers. Staff anaphylaxis and asthma first aid trained. Adhere to student to adult ratios defined in activity plans 2 x staff for evening activity 	Visitor Experience Rangers	
	Exposure to extreme weather conditions – including exposure to hot, dry and windy conditions or days of high UV exposure leading to skin damage/ dehydration or heat stroke (Energy)	L3 x C3 = Medium	<ul style="list-style-type: none"> All participants advised of appropriate clothing. Staff provided with appropriate uniform options Activities cancelled in extreme weather. Indoor activities provided if weather conditions are too extreme. 	Visitor Experience Rangers Farm Team	L1 x C3 = Low
	Medical Emergency – visitor or staff member (Biological)	L3 x C3 = High	<ul style="list-style-type: none"> Staff hold current first aid training Staff Trained in emergency management responses Staff access to radio / mobile phones 	Site Supervisors Visitor Experience Rangers Farm Team	L3 x C3 = Medium
	Drowning or immersion – due to person entering water	MEDIUM L3 X C3	<ul style="list-style-type: none"> Dams are fenced off (Isolation) Use signage to advise of water hazards (Administration) 	Site Supervisors	LOW L1



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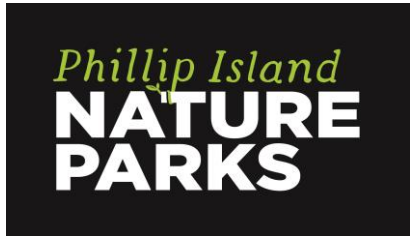
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	including dams and marine park (Environmental)		<ul style="list-style-type: none"> - Staff are First Aid/'CPR Trained (Administration) - Staff are current first aid trained - First aid kit carried at all times - Mobile phone or radio carried - Teachers from schools present at all times - Staff share key safety messages during visitor interactions (Administration) 	Visitor Experience Rangers Farm Team	
Emergency Response	Sources of Energy Exposure to extreme weather – heat and cold including Electrical Storms. Contact with Electricity – due to a person being struck by lightning during an electrical storm (Energy)	L3 x C3 = High	<ul style="list-style-type: none"> • Appropriate uniform is to be provided to staff • Activities cancelled in extreme weather. Indoor activities provided if weather conditions are to extreme. • Staff to monitor for total fire ban notices & follow severe weather policy • Staff to monitor Bureau of Meteorology warnings and radars • Students are advised to bring hat, sunscreen, coat etc. 	Visitor Experience Rangers Visitor Experience Officer Site Supervisors Farm Team	L2 x C2 Low
	Sources of Energy Fire (on walkways or bush land)	L1 x C5 = Medium	<ul style="list-style-type: none"> • Staff carry radio or mobile phone for assistance • All staff members trained in emergency management 	Visitor Experience Rangers Farm Team	L1 x C1 Low



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			<ul style="list-style-type: none"> Staff to monitor weather condition prior to activities Staff to monitor for Total Fire ban notices & follow Severe weather policy Staff to know current evacuation points and process Activities cancelled or modified in extreme weather 		
	Physical Falling trees and branches	L3 x C5 = high	<ul style="list-style-type: none"> Environment staff regularly undertake tree inspections Broken or loose branches are taken down by staff or contractors When high winds groups avoid standing under trees where possible 	Conservation Staff Visitor Experience Rangers Farm Team	L1 x C5 = low
	Non – Compliant Visitor - including visitors refusing to evacuate an area and subsequently being exposed to danger (Body Stressing) (Non – Compliant Visitor - including due to culturally and	L3 x C3 = Medium	<ul style="list-style-type: none"> Mobile phone or radio carried Teachers from schools present at all times All staff are familiar with activity locations and do site check before beginning activity Use alternate routes if necessary 	Visitor Experience Rangers Farm Team Site Supervisor	L1 x C1 Low



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	linguistically diverse visitors subsequently being exposed to danger (Body Stressing)			Learning Experience Officer	