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| **Study Risk Management Form: Mini Beasts** | | | | | | | | | | |
| **Note: Risk management for the excursion is the responsibility of the visiting teachers and the school. This form is just for the activities and site.**  Description: Located at REEC. Students collect soil and aquatic invertebrates and study them under microscopes. Students walk to a dam (1km return) to collect aquatic invertebrates. They also collect compost and bush samples. |  | |  | | |  | | | | |
| **Risk Assessment Matrix** | **How likely is it to be serious** | | | |
| **How serious could the injury be?** | **Very likely** | **Likely** | **Unlikely** | **Very unlikely** |
| Death or permanent disability | 1 | 1 | 2 | 3 |
|  | | | | | | Long term illness or serious injury | 1 | 2 | 3 | 4 |
| Medical attention and several days | 2 | 3 | 4 | 5 |
| First aid needed | 3 | 4 | 5 | 6 |
| **Task/Activity** | | **Hazard** | | **Risk** **Assess.** | **Elimination or Control Measure** | | | | | |
| General | | General | |  | Senior First Aid qualifications are held by REEC Staff and a First Aid Kit with EpiPen, asthma inhaler, restrictive bandages, water and mobile phone is carried with REEC staff. | | | | | |
| Use of electrical  equipment e.g. lights | | Electrocution  Burns | | 1  3 | All buildings fitted with earth leakage.  Students not allowed to unplug/plug microscope lamps from power points.  Microscope lamps moved to position before turning on. Students advised not to move lamps whilst turned on, or immediately after use. | | | | | |
| Walking | | Separation from group  Sprains and bites | | 5 | REEC staff member at front of group and visiting teacher(s) at back of group.  Teacher/student ratio < 1:15 (guideline).  Students wear enclosed footwear.  Students warned of possible snake and insect presence. | | | | | |
| Collecting invertebrates | | Falling into dam  Bite/sting from invertebrate | | 6  6 | Students closely supervised at all times. Dam is shallow.  Student allergies advised via welfare form and REEC staff sight particular students with special medical needs before the study begins. | | | | | |
| Environment | | Possible cold weather  Sun  Extreme weather conditions  Fire | | 5  3  3  1 | Students must take warm clothing. If weather judged too severe an alternative activity will be done. Students must take hat, sun screen and water bottle.  High winds can cause surrounding trees to break and fall. In the event of high winds or inclement weather (predicted by BOM), the study may be postponed to another mutually suitable date.  Students and visiting staff inducted as to fire/emergency evacuation protocols before study commences. Studies are not conducted on site during catastrophic fire danger periods. | | | | | |
| People | | Allergic reactions (anaphylaxis), asthma, diabetes | | 1 | Schools give prior advice to REEC staff of student and staff medical conditions. REEC staff to carry First Aid kit with Ventolin/spacer, EpiPen and mobile phone. Student and/or teachers carry personal medication. Students with anaphylactic reactions to bring EpiPen. | | | | | |