



northern  
beaches  
council

Coastal  
Environment Centre  
Narrabeen

CEC Risk Management Plan

**COASTAL ENVIRONMENT CENTRE  
RISK MANAGEMENT PLAN**

*The Coastal Environment Centre facilitates a number of education activities designed for years K – 12 across the Pittwater, Warringah and Manly LGA, risks may diminish with age.*

Activity / location	Hazard Identification	Risk Assessment	Elimination or control measures	Final Risk	Who is responsible
	<ul style="list-style-type: none"> <li>○ Weather extremes</li> <li>○ Dramatic weather change</li> <li>○ Bushfire</li> <li>○ Lightning</li> </ul>	2	<ul style="list-style-type: none"> <li>▪ Participants are advised to be prepared for variable weather. CEC educators will monitor the weather forecast for any extreme conditions.</li> <li>▪ On extreme weather days and on very high to catastrophic fire danger days the CEC will liaise with the school to arrange alternative locations or dates.</li> <li>▪ In the case of lightning CEC educators will adhere to the 30/30 rule.</li> </ul>	4	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>



<p>The hazards listed cover all outdoor activities.</p>	<ul style="list-style-type: none"> <li>○ Slip, trips and falls</li> <li>○ Falling from heights</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>▪ All participants are to wear enclosed shoes and keep to paths / walkways</li> <li>▪ Students use designated lookouts and are instructed to remain the landward side of fences / safety railings.</li> <li>▪ CEC Educator walks at the front of the group and designated teacher to supervise the rear. Constant supervision of student well back from edges.</li> <li>▪ CEC Educators will warn students where slippery surfaces will be encountered. For example Rock Platform.</li> </ul>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>
<p>Rock Platform / Dune and Beach risks</p>	<ul style="list-style-type: none"> <li>○ Sunburn</li> <li>○ Dehydration</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>▪ All students should wear hats, appropriate clothing and apply sunscreen. CEC educators carry sunscreen and instruct students to re-apply throughout the day.</li> </ul>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-</li> </ul>
<p>Rock Platform / Dune and Beach risks</p>	<ul style="list-style-type: none"> <li>○ Cold, hypothermia</li> </ul>	<p>3</p>	<ul style="list-style-type: none"> <li>▪ All students are asked to wear appropriate warm/wind/rain clothes. CEC staff will monitor weather and liaise with schools in the event of bad weather being forecast. Minimise exposure to heavy rain and cold winds where possible, depending on age and</li> </ul>	<p>6</p>	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>



Rock Platform / Dune and Beach risks	<p>Washed off rocks resulting in</p> <ul style="list-style-type: none"> <li>○ Drowning</li> <li>○ Personal injury</li> </ul>	2	<ul style="list-style-type: none"> <li>▪ Wave conditions monitored, boundaries are set and students' access restricted to safe areas.</li> <li>▪ Constant supervision of students is monitored to keep a safe distance back from the edge.</li> </ul>	3	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>
Rock Platform / Dune and Beach risks	<p>Sea creatures, insects, ticks and snakes present in the field resulting in</p> <ul style="list-style-type: none"> <li>○ Stings</li> <li>○ Bites</li> </ul>	4	<ul style="list-style-type: none"> <li>▪ Students are warned about dangerous animals and shown photos. Students are instructed not to put their hands in crevices or under rocks. If a dangerous creature is sighted tell a CEC Educator immediately.</li> <li>▪ Insect repellent should be used when entering insect and tick prone areas.</li> <li>▪ Closed in shoes must be worn and students to follow directions from CEC educators regarding safest route.</li> <li>▪ CEC educators carry first aid kits equipped to manage a snake bite.</li> <li>▪ Follow emergency procedure for serious incidents.</li> </ul>	6	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>



Rock Platform / Dune and Beach risks	Sharp objects, surfaces, sticks, stones when walking on land or in shallow water <ul style="list-style-type: none"> <li>○ Cuts</li> <li>○ Bruises</li> </ul>	5	<ul style="list-style-type: none"> <li>▪ On land shoes are to be worn at all times</li> <li>▪ In submerged water check area for hazards before students enter.</li> <li>▪ CEC educators carry first aid kits to wash or treat any minor cuts.</li> <li>▪ If more serious refer to emergency procedure</li> <li>▪ CEC Educators will demonstrate and give safety talk on sharp objects used in field studies.</li> </ul>	6	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>
General Outdoor Activities	Outdoor activities may expose students to physical exertion or plants that may trigger <ul style="list-style-type: none"> <li>○ Asthma</li> <li>○ Allergic reaction</li> </ul>	3	<ul style="list-style-type: none"> <li>▪ Visiting schools must carry student asthma and allergy plans and appropriate medication.</li> <li>▪ Visiting school must de-brief CEC educators on any students at risk with asthma or allergies.</li> <li>▪ <b>NOTE CEC Educators DO NOT administer medications</b></li> </ul>	5	<ul style="list-style-type: none"> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>
General Outdoor Activities	Outdoor activities around parks and recreation areas may bring groups in contact with dogs	4	<ul style="list-style-type: none"> <li>▪ Participants are informed not to approach any animals either on or off leads.</li> <li>▪ Activities in or near off leash areas are to be avoided</li> </ul>	6	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> </ul>
General Outdoor Activities	Outdoor activities may bring participants in contact with hot surfaces ie public BBQ areas.	5	<ul style="list-style-type: none"> <li>▪ Participants are informed that BBQ surfaces may be hot and not to touch them</li> <li>▪ Staff to check that all BBQ's have appropriate warning signs visible</li> </ul>	6	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> </ul>



<p>Travelling between areas walking/ bus</p>	<p>Activities require students to cross roads and may require bus pick up drop off.</p> <ul style="list-style-type: none"> <li>○ Struck by vehicle</li> <li>○ Trips and falls Students getting lost</li> </ul>	<p>3</p>	<ul style="list-style-type: none"> <li>▪ Exit onto footpaths, use pedestrian crossings to cross roads.</li> <li>▪ Supervision required at all times</li> <li>▪ Visiting school to ensure head counts are done when students are leaving an area</li> <li>▪ Ensure adequate supervision at front and rear of group when crossing roads.</li> <li>▪ Where possible ensure one adult is on the crossing watching for cars.</li> </ul>	<p>5</p>	<ul style="list-style-type: none"> <li>▪ CEC Educators</li> <li>▪ Visiting school teacher / Co-ordinator</li> </ul>
<p>Vehicle movements within public areas and on school grounds</p>	<p>CEC staff moving vehicles within public areas and school grounds to deliver equipment. Risk of injury to members of the public or school students</p>	<p>2</p>	<ul style="list-style-type: none"> <li>▪ No Vehicle will drive in a public area or school unless written permission is provided by the relevant authority or property manager</li> <li>▪ No vehicle will enter school grounds during times when they are specifically excluded from the area</li> <li>▪ All vehicles will travel at a speed no greater than 10Kph, or any sign posted speed limit</li> <li>▪ All vehicles must drive with Hazard lights on</li> <li>▪ All vehicles must have a member of staff or responsible adult walking ahead of the vehicle while moving.</li> </ul>	<p>6</p>	<ul style="list-style-type: none"> <li>▪ CEC staff</li> <li>▪ School staff</li> <li>▪ Relevant property manager or Authority</li> </ul>



CEC Centre	Slips, trips and falls	5	<ul style="list-style-type: none"><li>▪ CEC staff check all access points to the CEC for slips, trips and fall hazards before any activity.</li><li>▪ All power cords are to be in locations where they present no trip hazard or are covered with an appropriate anti-trip product.</li><li>▪ Rooms are to be arranged to eliminate trip hazards.</li></ul>	6	<ul style="list-style-type: none"><li>▪ All CEC Staff and CEC Educators</li></ul>
CEC Centre	Electrical Hazards	2	<ul style="list-style-type: none"><li>▪ All electrical equipment to be tested and tagged on a regular basis.</li><li>▪ All CEC users operating electrical equipment to be advised on proper and safe use of equipment.</li></ul>	6	<ul style="list-style-type: none"><li>▪ All CEC Staff and CEC Educators</li></ul>
CEC Centre	Fire	2	<ul style="list-style-type: none"><li>▪ All users to be briefed on evacuation and emergency procedures before using the CEC.</li></ul>	6	<ul style="list-style-type: none"><li>▪ All CEC staff and CEC Educators</li></ul>
CEC Centre	Choke Hazard <ul style="list-style-type: none"><li>○ Touch Table</li></ul>	3	<ul style="list-style-type: none"><li>▪ All items identified as a potential choke hazard are placed out of reach at the rear of the touch table.</li></ul>	5	<ul style="list-style-type: none"><li>▪ All CEC Staff and CEC Educators.</li></ul>



<b>Qualifications , Training and Equipment</b>	<p>CEC Educators have:</p> <ul style="list-style-type: none"><li>○ Accredited teaching or environmental qualifications or equivalent experience.</li><li>○ Current First Aid Certification</li><li>○ Completed working with Children's check NSW</li><li>○ Current drivers licence</li></ul> <p>CEC Educators carry:</p> <ul style="list-style-type: none"><li>○ basic first aid kit</li><li>○ mobile phone</li><li>○ sunscreen</li></ul>
<b>Equipment &amp; Access</b>	<p>Staff will use a range of equipment relevant to the field trip learning All equipment used will be given out with a safety demonstration prior to being used.</p> <p>The CEC is wheelchair accessible, and has access to disable toilets. Wheel Chair accessibility maybe limited at some coastal, wetland and bushland sites, but the CEC can modify field trips to accommodate students with special needs.</p>



**Risk Table: How likely is it to happen and how serious is it?**

Consequence	Likelihood			
	Very Likely	Likely	Unlikely	Very Unlikely
<b>Catastrophic</b> Kill or permanent injury	1	1	2	3
<b>Major</b> Long term illness or serious injury	1	2	3	4
<b>Moderate</b> Medical attention required	2	3	4	5
<b>Minor</b> First Aid required	3	4	5	6

**1 = Extreme risk:** immediate action required

**2 & 3 = High risk:** action required

**4 & 5 = Moderate risk:** some action required

**6 = Low Risk:** action may not be required