



RISK ASSESSMENT

Risk Assessment – Eco House and Garden Group Visits

reviewed: 18/05/2017

Group: _____ Date of visit: ____/____/____

Group Coordinator: _____

Group Contact phone numbers: _____

Safety Acknowledgement:

I, _____, on behalf of the Group noted above, confirm that I have read the Kimbriki Risk Assessment for Group visits and conveyed all relevant information to Group, coordinators and participants. The Group is aware of the safety standards required by us while visiting the Kimbriki site.

I will comply with all reasonable requests from the Kimbriki staff to maintain safety for the Group and others at the Kimbriki site.

_____ (sign) ____/____/____ (date)

Please sign this form and return to Kimbriki to confirm your booking.

Forms can be submitted by fax (02) 9450 1301, email to kimbriki@kimbriki.com or by hand at the Administration Office.

Eco Office:	On receipt of this form confirm the booking File – Induction folder Record retention – one year – eco files
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Likelihood rating	Consequence levels
A. Almost certain : is expected to occur B. Likely : will probably occur C. Possible : might occur at some stage D. Unlikely : could occur at some stage E. Rare : may occur in exceptional circumstances	1. Insignificant : no injuries, little damage, low financial loss, no environmental impact 2. Minor : medical treatment, minor building and infrastructure damage, minimal or moderate local financial loss, environmental impact confined to site 3. Moderate : medical treatment, possible death, moderate building and infrastructure damage, high financial loss, environmental impact to offsite locations with fine 4. Major : extensive injuries, death, high level of building and infrastructure damage, major financial loss, environmental impact offsite with major fine 5. Catastrophic : massive injuries and number of deaths, displaced people, wholesale building and infrastructure damage, huge financial loss, environmental impact resulting in closure of site and fine

Likelihood label	Consequences label				
	1	2	3	4	5
A	medium	high	high	very high	very high
B	medium	medium	high	high	very high
C	low	medium	high	high	high
D	low	low	medium	medium	high
E	low	low	medium	medium	high

(name)----- (position) ----- _____ / /

(name)----- (position) ----- _____ / /

(name)----- (position) ----- _____ / /

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Describe what is being assessed, e.g. workplace, work activity, contract, changes to the workplace.	Describe the hazard(s), e.g., Noise, dust, trips slips and falls, manual handling, height of work area, housekeeping.	Risk type ENV WHS Other	Risk Ranking Low, Med, High	Risk Control / Treatment
Eco Garden general hazards	Various hazards associated with gardening activities and tasting new foods	WHS	High	Kimbriki Eco Staff <ul style="list-style-type: none"> • Safety induction is given at start of sessions • Tasting of plants, berries, fruits, etc is available. Associated allergic risk will be discussed during the induction. <p>Visiting Group</p> <ul style="list-style-type: none"> • Group Coordinators must provide allergy warning on the school excursion information
Bushfire	Group caught in bushfire	WHS ENV	Med	Kimbriki Eco Staff <ul style="list-style-type: none"> • Kimbriki staff will monitor weather • On days of Very High to Extreme fire danger excursions may be cancelled • In an emergency, the Group will move to the Emergency Assembly Point in the car park area. Kimbriki Emergency Wardens and Emergency services staff will take charge. <p>Visiting Group</p> <ul style="list-style-type: none"> • Group Coordinator will phone Kimbriki prior to setting out for site on days of extreme weather • Group Coordinator will bring a list of all those visiting the site.

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Students alighting and boarding bus injury	Trip hazards, falls, etc	WHS	Low	<p>Visiting Group</p> <ul style="list-style-type: none"> • Participants must be told to remain in the bus until instructed to alight by the Eco House and Garden • Students to be told the direction they are to go before they leave the bus • Participants must be warned of vehicle traffic and plant movements on the site. <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> • Eco Staff will meet the arriving bus and direct participants and Group Coordinators to Eco House.
Asthma and allergic reactions	Medical situations and possible medical emergencies	WHS	High	<p>Visiting Group</p> <ul style="list-style-type: none"> • Participants must carry own medications

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Allergies leading to severe reactions such as Anaphylaxis	Medical emergency	WHS	High	<p>Visiting Group</p> <ul style="list-style-type: none"> • Participants with known severe allergies must carry a treatment plan and adequate medication • Participant with known severe allergies must make the Eco staff aware of their severe allergies and not taste plants they are unfamiliar with. <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> • Kimbriki staff DO NOT administer medications
Sun exposure	Sunburn (long term skin damage) Heat stroke	WHS	Low	<p>Visiting Group</p> <ul style="list-style-type: none"> • All visitors are required to wear adequate sun protection – eg. Hat, sunscreen, protective clothing <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> • Environmental conditions will be considered in the timing and selection of activities and rests • Drinking water is available in the Eco House

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Trips, and falls on uneven ground	Personal injury	WHS	Low	<p>Visiting Group</p> <ul style="list-style-type: none"> • All participants to wear shoes that cover the whole foot. • Teachers and/or parents to supervise students during the visit • Disabled participants must have carer present during the visit <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> • The primary task of the Eco Staff is to instruct – not supervision of participants • Activities are chosen to suit abilities of the group • Staff will remove trip hazards as discovered • Paths will be regularly inspected

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Snake and insect bite	Local pain and possible poisoning	WHS	Med	<p>Visiting Group</p> <ul style="list-style-type: none"> • Participants must wear sturdy, enclosed shoes and stay within the Eco Garden <p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> • Snakes and other wildlife will be discussed during the induction • Eco staff are trained in First Aid • A stocked first aid kit is maintained in the Eco House • Local hospitals carry antivenin
Instruction by Kimbriki staff – children in the group	Assault on children	WHS QM	Low	<p>Kimbriki Eco Staff</p> <ul style="list-style-type: none"> • The Kimbriki Eco Gardener and Marketing Officer work in conjunction with teachers

The visiting Group Coordinator shall read the risk assessment and sign the acknowledgement on the front page. The acknowledgement form must be signed and returned to the Kimbriki Eco staff to permit confirmation of your booking. Groups who do not return a signed Safety Acknowledgement will not be permitted to visit the site.