

Title:	Guided Walk Risk Assessment Plan			Date:	March 2021	
Background: <i>(Brief description of activity/task)</i>	<p>Mary Cairncross Scenic Reserve (Maleny), Maroochy Regional Bushland Botanic Garden (Tanawha) and Maroochy Wetlands Sanctuary (Bli Bli) are the three key bushland reserves which form the Environmental Visitor Centres network. The three reserves are committed to the conservation and enhancement of the natural habitat of each reserve, and to the provision of a valued community resource for education, research, recreation and enjoyment. Each of these reserves provides a diverse range of educational opportunities for visitors.</p> <p>Many schools, community groups and members of the public visit the reserves each year and undertake a guided walk. The walk is led by a trained volunteer guide with positive Blue Card certification. The information contained in this document is designed to assist teachers, group leaders and coordinators when planning a visit to one of the reserves so that participants will enjoy their visit and stay safe.</p> <p>We trust you will enjoy your visit to our centres.</p>					
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Hazard <i>What has the potential to cause damage, harm, injury or illness?</i>	Risk <i>What & how it can happen?</i>	Level of Risk <i>Determine the level of risk by using the Risk Calculator (below).</i>	Control Measure/s <i>What are some ways that the risk can be removed or reduced?</i> <i>How can I make things safer?</i>	Residual Risk	Responsible Organisation	Actioned
Traffic accident on site	Potential for pedestrian to be hit by vehicle whilst getting on and off the bus / vehicles.	H-68 Unlikely	<ul style="list-style-type: none"> Clearly defined parking bays and pedestrian pathways with traffic management signage in place. Guided walks are conducted in areas away from traffic hazards. 	L24 Unlikely	SCC	√
			<ul style="list-style-type: none"> Children and visiting groups will be supervised at all times by their teachers / supervisors who will have full responsibility for the group. 		Group organisers	
Drowning	Risk of drowning as a consequence of falling in water	H64 Rare	<ul style="list-style-type: none"> Water-based activities are undertaken in a controlled environment. Participants will be advised to maintain a safe distance from water bodies, take care at water edges and not to enter the water. 	L4 Rare	SCC	√

			<ul style="list-style-type: none"> Visitors will be advised to stick to the paths. 			
			<ul style="list-style-type: none"> Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. 		Group organisers	
Exposure to sun, heat, rain, cold	Sunburn, heat stress, fatigue Hypothermia	M52 Possible	<ul style="list-style-type: none"> Participants are advised to wear protective clothing to suit the conditions e.g. sun-smart clothing including hats and sunscreen or rain jackets for wet weather. Participants are advised to bring water supplies. Water fountains are available for top ups as needed. Guided walks will be structured to take advantage of natural and constructed shade in warm weather. SCC volunteer guides will carry a mobile phone while on the walk to call emergency services if required. A first aid kit is available at each of the centres. 	L-12 Possible	SCC	√
			<ul style="list-style-type: none"> Participants are advised to wear protective clothing to suit the conditions e.g. sun-smart clothing including hats and sunscreen or rain jackets for wet weather. Participants are advised to bring water supplies. Water fountains are available for top ups as needed. Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. Group organisers and supervisors must carry a mobile phone while on the walk to call emergency services if required. Visiting groups must bring their own first aid kits, any specialised medical equipment required and have staff trained in first aid. 		Group organisers	

Rough, uneven surfaces	Slips, trips, falls, fractures.	H-56 Likely	<ul style="list-style-type: none"> Routine walking track safety audit are undertaken to identify and rectify track hazards by SCC. Walking tracks are inspected after a significant climatic event. Participants will be instructed to walk (not run), watch their footing, walk carefully and to use hand rails where available. SCC volunteer guides will carry a mobile phone while on the walk to call emergency services if required. A first aid kit is available at each of the centres. SCC volunteer guides will report any risks or hazards identified on the walk. SCC volunteer guides will lead participants on walks and scan for hazards on tracks. 	L-16 Likely	SCC	√
			<ul style="list-style-type: none"> Participants will be advised that they are visiting natural areas and as such to expect rough and uneven ground. Participants will be instructed to wear footwear suited to outdoor activities. Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. Visiting groups are advised to bring their own first aid kits, any specialised medical equipment required and have staff trained in first aid. 		Group organisers	

Fire, flooding or other external emergency		M-44 Rare	<ul style="list-style-type: none"> • SCC staff and volunteers will check the weather forecast prior to the walk and postpone or relocate if needed. • If heavy rain falls whilst the walk is in progress participants will be instructed to move out of an area adjacent to waterways. • If high winds develop while on the walk SCC volunteer guides will return the group to the centre or appropriate cover as soon as possible. • SCC volunteer guides will carry a mobile phone while on the walk to call emergency services if required and to enable emergency contact. • If a major safety hazard is identified groups will be guided to the emergency evacuation point. • Participants will be informed of emergency assembly point and relevant evacuation procedures at the start of the walk. 	L4 Rare	SCC	✓
			<ul style="list-style-type: none"> • Visiting groups are advised to bring their own first aid kits, any specialised medical equipment required and have staff trained in first aid. • Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. • Group organisers are responsible for having a full list of participants and for ensuring all participants are accounted for. 		Group organisers	

<p>Insect / animal bites / stings Reaction to native plants</p>	<p>Potential for bites / stings from snakes, spiders, ticks, bees, wasps, ants Allergic reaction resulting from bite / sting / plant contact</p>	<p>H-72 Possible</p>	<ul style="list-style-type: none"> • SCC volunteer guides will carry a mobile phone while on the walk to call emergency services if required. • A first aid kit is available at each of the centres. • SCC volunteer guides will lead participants on walks and scan for snakes and other hazards on tracks. <hr/> <ul style="list-style-type: none"> • Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. • Visiting groups are advised to bring their own first aid kits, any specialised medical resources required e.g. treatments for existing medical conditions such as asthma and allergies and have staff trained in first aid. • Group organisers will be instructed to inform SCC staff of any relevant pre-existing conditions e.g. insect anaphylaxis. • Participants will be informed of potential environmental risks and advised to wear protective clothing suitable for outdoor activities (e.g. enclosed shoes, hat etc and also to bring and use personal insect repellent. • Participants will be advised at the start of the walk of hazards and appropriate behaviour. • Participants will be advised to stay on the track at all times. 	<p>M-32 Possible</p>	<p>SCC</p>	<p>√</p>
<p>Medical emergency</p>	<p>Physical activity causing a medical emergency e.g. heart attack or spontaneous medical emergency e.g. epileptic fit etc.</p>	<p>H-68 Unlikely</p>	<ul style="list-style-type: none"> • SCC volunteer guides will carry a mobile phone while on the walk to call emergency services if required. • A first aid kit is available at each of the centres. • SCC volunteer guides will lead participants on walks and scan for snakes and other hazards on tracks. 	<p>L-24 Unlikely</p>	<p>SCC</p>	<p>√</p>

			<ul style="list-style-type: none"> Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. Visiting groups are advised to bring their own first aid kits, any specialised medical resources required e.g. treatments for existing medical conditions such as asthma and allergies and have staff trained in first aid. Visit organisers will be instructed to inform SCC staff of any relevant pre-existing conditions e.g. mobility issues. Participants will be informed of potential environmental risks and advised to wear protective clothing suitable for outdoor activities (e.g. enclosed shoes, hat etc and also to bring and use personal insect repellent. 		Group organisers	
Child protection	Lost child, abduction, assault	M-48 Unlikely	<ul style="list-style-type: none"> SCC staff and volunteer guides will hold a current positive Blue Card (working with children) notice or exemption letter. SCC volunteer guides will be clearly identifiable with name badge and volunteer uniform. Walk participant to guide ratios will be adhered to. SCC volunteer guides will carry a mobile phone while on the walk to call emergency services if required. SCC volunteer guides will have undertaken guide training and a Council induction prior to guiding. Participants will not be photographed by SCC representatives unless a talent release form has been signed. 	L-4 Unlikely	SCC	√
			<ul style="list-style-type: none"> Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. 		Group organisers	

Inappropriate behaviour by participant	Assault or abuse of volunteer or other participant	M-44 Rare	<ul style="list-style-type: none"> Code of conduct and supervision expectations provided to group organisers prior to the walk. SCC volunteer guides will carry a mobile phone while on the walk to call emergency services or assistance if required. SCC volunteer guides will have undertaken guide training and a Council induction prior to guiding. 	L-4 Rare	SCC	√
			<ul style="list-style-type: none"> Children will be supervised at all times by their teachers / supervisors who will have full responsibility for the children. All walk groups must have an adult from the school / organisation accompanying the group. Group organisers and supervisors are responsible for ensuring walk participants are respectfully engaged and following the code of conduct. Walk participant to guide ratios will be adhered to. 		Group organisers	
COVID-19	Spread of COVID-19 virus to volunteers or other participants	M-52 Unlikely	<ul style="list-style-type: none"> SCC volunteer guides and staff must have undertaken COVID-19 infection control training, and the SCC corporate fire & safety induction. SCC volunteers and staff must read and comply with the COVID-19 Safe Work Method Statement for the safe operation of the Environmental Visitor Centres. All vulnerable SCC volunteers must receive medical clearance to participate in guiding activities. All SCC volunteers and staff must undertake a COVID-19 self-check prior to arriving at the centres. All SCC staff, volunteers and walk participants to adhere to physical distancing and hygiene requirements. Walk participant to guide ratios will be adhered to. 	L-4 Rare	SCC	√
			<ul style="list-style-type: none"> Visiting groups are required to undertake a COVID-19 self-check prior to visiting and not attend if any of the conditions are not met. 		Group organisers	

- All SCC staff, volunteers and walk participants must adhere to physical distancing and hygiene requirements.
- Walk participant to guide ratios must be adhered to.

Sunshine Coast COUNCIL WH&S RISK CALCULATOR					
Likelihood	Consequences				
	Insignificant None or very minimal injuries	Minor First aid treatment only	Moderate Medical treatment required	Major - Major medical treatment required	Catastrophic Life threatening injuries or death
Almost Certain: Expected to occur at most times (eg. 3 per year)	M-28	M-40	H-60	E-88	E-100
Likely: Will probably occur at most times (eg. 1 per year)	L-16	M-36	H-56	E-84	E-96
Possible: Might occur at some time (eg. 1 per 5 years)	L-12	M-32	M-52	H-72	E-92
Unlikely: Could occur at some time (eg. 1 per 5 to 15 years)	L-8	L-24	M-48	H-68	H-80
Rare: May occur in rare conditions (eg. unlikely during next 15 years)	L-4	L-20	M-44	H-64	H-76

Sunshine Coast COUNCIL WH&S RISK CALCULATOR	
Risk Process	Identify Identify the hazards/risks of the work
	Assess Assess the likelihood and consequence of the hazards/risks
	Control Control the hazards/risks using control measures considering the hierarchy of control
	Monitor Monitor the effectiveness and use of implemented control measures
Risk Score Legend	
E	Extreme risk, immediate action required
H	High risk, prioritised action required
M	Moderate risk, planned action required
L	Low risk, actioned by routine procedures
SCRC - 04/2009	
Hierarchy of Control	
ELIMINATE	Eliminate the process, material or substance completely
SUBSTITUTE	Replace the process, material or substance with a safer one
ISOLATE	Isolate the person(s) from the process, material or substance
ENGINEER	Design or re-design the process, material or substance
ADMINISTRATE	Limit exposure to the risk by job rotation, work procedure and/or providing adequate training
PPE	Use of personal protective equipment

Note:

Where residual risk scores of Extreme or High (rated E-100 to H-56) still exist, approval must be granted by your Director before any work commences, as per the Risk Management Policy, approved by the CEO.

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