

Risk Register & Hazard ID | 2024

Mountains to Sea Conservation Trust | Freshwater Risk Assessment Form – Part 2

Reviewed by H & S representatives - approved by Poutokomanawa/Co-director (marine lead). Next review due July 2025.

Freshwater (WBC)	2
People	2
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Risk Matrix			IMPACT				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

Freshwater (WBC)

Risk Index: L = Low, M = Moderate, H = High, E = Extreme

Hazard	Potential Harm	Risk Rating	Controls	Residual risk after controls	Responsibility of WBC	Responsibility of school/group
People						
Drowning	Incident, injury, fall into water death	E	<ul style="list-style-type: none"> m) Personal flotation device at all times during kayaking or boating m) At least one adult stream side observer if close to deep water m) Refer to Deep Water Emergency Procedure (DWEPE) in SOP m) Ratio minimum of 1 adult to 4 children when working near deep water 	H	<ul style="list-style-type: none"> Provide personal flotation device Advise group of DWEPE Ensure First Aid Certificate is up to date 	Provide adequate supervision
Fall on rocks	Incident, injury, death	E	<ul style="list-style-type: none"> m) No running on rocks or unstable banks m) Supervision when observing from shore/streamside 	H	<ul style="list-style-type: none"> Pre-site assessment First-aid kit on hand 	Provide adequate supervision
Existing medical conditions	Incident, injury, death	H	<ul style="list-style-type: none"> m) School collects medical conditions and informs WBC activity leader m) Precautions taken for pre-existing medical conditions such as increased supervision, boundary restrictions and 	M	<ul style="list-style-type: none"> Pre-site assessment form 	Collect medical conditions and disclose to WBC

			specialised equipment such as personal flotation device			
Unexpected medical emergency	Incident, injury, death	H	<p>m) School collects medical conditions and informs WBC activity leader</p> <p>m) Precautions taken for pre-existing medical conditions such as increased supervision, boundary restrictions and specialised equipment such as personal flotation device</p> <p>m) Identify location of nearest defibrillator, A&E or hospital</p> <p>m) Keep First Aid certificate up to date (recommended: comprehensive first aid incl. Unit standard 6400)</p>	M	<p>Pre-site assessment forms.</p> <p>Identify nearest emergency services.</p> <p>Keep First Aid Certificate up to date.</p>	Collect medical conditions and disclose to WBC
Inadequate Communication	Missing person, Incident, injury, death	H	<p>m) Clear communication plan</p> <p>m) Refer to Site Recce Policy and Field Intentions Form (FIF)</p> <p>m) Use cones to mark boundaries</p> <p>m) Any potential language communication barriers, behavioural disorders or disabilities to be identified and a management strategy discussed early in classroom sessions/planning and discussed as part of the site assessment on the day – management steps to be put in place in necessary e.g. translator</p>	M	<p>Adherence to Site Recce Policy</p> <p>Complete FIF</p>	<p>Ensure adequate communication with the activity leader.</p> <p>Advise non-English speaking participants.</p>
Duck and pest shooting/guns	Incident, Injury, Death	H	e) Avoid river surveys, in particular kayak surveys, during duck shooting season	M	<p>Awareness of duck shooting season</p> <p>Liaison with landowners</p>	Comply with WBC instructions

			<p>m) Liaise with relevant agencies and landowners IF work has to be carried out during duck shooting season</p> <p>m) Always wear high-vis vests when working off-track and kayaking on river</p>			
Inadequate supervision	Missing person	M	<p>m) Students recommended above age of five</p> <p>m) Adhere to Ratio Policy at all times</p>	L	Ensure supervision ratio adhered to	Provide suitable supervisors
Inexperience (of supervisors, teachers and students)	Incident, injury, death	M	<p>m) Experience, skills, and training of activity leader</p> <p>m) General physical ability of students checked via pre-site assessment and briefings</p> <p>m) Adjustments made to ratio depending on ability of students</p> <p>m) Students briefed on hazards on site</p> <p>m) Kaupapa briefing i.e. no harming aquatic life, put all specimens back after study</p> <p>m) Teacher in charge to read and sign pre-site assessment form and confirm all parent supervisors are fit for the role.</p>	L	WBC uses experienced and skilled coordinators.	<p>Must advise WBC of any physical incapability.</p> <p>Appropriate supervisors provided by school.</p>
Exhaustion	Emotional trauma, incident, injury, death	M	<p>m) Adapt activity to physical capabilities of group</p> <p>m) Pre-site assessment</p> <p>m) Take regular breaks</p>	L	<p>Pre-site assessment</p> <p>Physical ability assessment</p> <p>First-aid kit</p> <p>Adequate briefing</p>	<p>Ensure adequate food and water supply.</p> <p>Collect any medical conditions and disclose them to WBC.</p> <p>Minimise sun exposure.</p>

			m) Participants advised to have their own drinking water.			
Hypothermia	Incident, injury, death	M	<p>e) Avoid undertaking activities in extremely adverse weather conditions or extreme temperatures</p> <p>m) Pre-site assessment</p> <p>m) Specialised equipment such as wetsuit or waders</p> <p>m) Brief children on the danger of hypothermia and make sure they know to get out if they become too cold and have a change of warm clothes to change into if they are wet</p> <p>m) Nobody to enter water above their knees</p> <p>m) Appropriate clothing is worn for the conditions on the day</p>	L	<p>Pre-site assessment</p> <p>Ensure First Aid certificate is up to date</p> <p>Brief group on dangers of hypothermia</p>	<p>Provide suitable clothing according to weather and activity</p> <p>Collect medical conditions and disclose to WBC</p>
Abduction	Emotional trauma, incident, injury, death	M	<p>m) Police vetting for all coordinators, volunteers and supervisors who will be providing transport</p> <p>m) Pre-site assessment and communication plan</p> <p>m) Buddy system</p> <p>m) Adequate supervision</p> <p>m) Use of cones to define boundaries</p>	L	<p>Pre-site assessment</p> <p>Police vetting</p>	<p>Provide adequate supervision</p>
Vehicles/driving	Incident, injury, death	M	<p>m) Fully licensed drivers</p> <p>m) Police vetting</p>	L	<p>Police Vetting</p>	<p>Provide adequate transport</p>

			<ul style="list-style-type: none"> m) Avoid extremely adverse weather conditions m) Trailers/van training m) Follow road rules 		<ul style="list-style-type: none"> Ensure drivers are fully licensed Training 	<ul style="list-style-type: none"> Ensure drivers are fully licensed
Fitness/disabilities	Incident, injury	M	<ul style="list-style-type: none"> m) Ability of students checked. m) 1:1 ratio with appropriate adult or limiting involvement in any activities deemed outside participant capacity. 	L	<ul style="list-style-type: none"> Clear instructions given Identification of fitness ability and disabilities 	<ul style="list-style-type: none"> Provide adequate supervision Comply with WBC instructions
Participant anxiety around water	Emotional trauma, injury	M	<ul style="list-style-type: none"> m) Anxiety issues when asking for any medical conditions during initial planning meeting and pre-site assessment form completion with teacher/ group leader. m) Pre-site assessment 	L	<ul style="list-style-type: none"> Pre-site assessment form Identification of participants with anxiety 	<ul style="list-style-type: none"> Disclose anxiety issues to WBC
Whitebait Run Game Collisions	Incident, injury	M	<ul style="list-style-type: none"> m) Play game according to WBC game instructions m) Pre-identify any behavioural issues or impairments which may cause disruption to game m) Clear brief given to participants m) Use of cones, and adult supervisors where appropriate, to mark boundaries m) Avoid playing game on asphalt or concrete i.e. use school field, classroom, or school hall where appropriate m) Ensure adequate adult supervision m) First aid kit and first aid certified personnel on-hand 	L	<ul style="list-style-type: none"> Familiarise self with Whitebait Run instructions and guidelines Identify age group/learning abilities and adapt game accordingly Ensure first-aid certification is up to date 	<ul style="list-style-type: none"> Comply with any instructions from WBC Disclose any behavioural or learning impairments at beginning of programme

			m) Ensure all coordinators are familiar with Whitebait Run instructions and guidelines			
Kayak Collision or capsizing (science survey)	Incident, Injury	M	m) Personal Flotation Device must be worn at all times m) Staff appropriately trained m) Kayak on right side of river if practical m) Don't kayak in rivers in times of high flow m) Check kayak fit for purpose	L	Ensure staff is competent with kayak use and equipment Refer to kayak policy	Comply with any instructions from WBC
Uneven surfaces Submerged rocks at low tide and slippery boat ramp	Injury/trips/slips/fall	M	m) Pre-warn groups of site specific hazards.	L	Advice given re: uneven surfaces and operating in public space	Comply with instructors
Inappropriate behaviour	Incident or injury	L	m) Clear discipline guidelines given to students and adults before activity and identification of potential hazards. m) Parents and teachers to comply with instructor's directions while in/beside water. m) Number check before and after activity. m) Boundaries, entry and exit points made clear.	L	Provide clear discipline guidelines to students and adults.	Comply with instructor's directions while in/beside water. Provide adequate supervision. Disclose any behavioural issues to WBC.
Coordinators not having updated versions of SOP and forms.	Inadequate knowledge of best practice	L	m) Updates controlled by Poutokomanawa (marine lead) Whenever updates are made the PDF	L	Familiarise yourself with most recent SOP version number	Comply with any instructions from MTSC

			version on the Google Drive and websites to be updated			
Afraid of the dark (night time events)	Emotional trauma, incident, injury	L	m) Brief participants about expectations of the night event	L	Adequate briefing	Participants to comply with instructions from event leaders
Environment						
Water Surge or Tsunami Tidal surge, rogue waves and tsunami, including tsunami and seiche on lakes or underground waters.	Incident, injury, death	E	e) Cancel or move activity e) Advance warning of a tsunami e) No snorkelling if there is a confirmed warning for the area. m) Be alert for 1 blast of whistle for your attention (3 blasts for emergency) in the event of unforeseen dangers. Calmly organise evacuation to nearest safe landing point or re-group and make way back to assemble on shore (no one returns alone) m) Immediately move to higher ground and stay there until the water recedes. Advise emergency services of your situation and location whenever this is practicable.	L	Tsunami warning check. Have a heightened awareness of water movement and surges following a Tsunami warning/event	Comply with EMR instructions in water
Weather conditions: High winds, extreme hot and cold weather, lightning strikes, heavy	Sunburn, exposure, hypothermia, incident, injury	H	m) Up to date weather forecast, pre-site vi assessment.	M	Check the weather forecast.	Communication with WBC. School/group to provide sunscreen to participants

rainfall, hailstorm, thunderstorm.			<p>m) Sensible assessment of environmental conditions.</p> <p>m) Safe location of entry and exit points, depending on conditions</p> <p>m) Sunscreen available.</p> <p>e) Cancel or move activity</p> <p>m) End activity early</p>		<p>Continued observation of weather</p> <p>Care of self</p> <p>Pre-site assessment complete</p> <p>First Aid Kit</p>	On land – activity leader to take charge
<p>Flooding (including flash flood)</p> <p>Impermeable surfaces in cities can also cause flash flooding during heavy rainfall events</p>		H	<p>e) Cancel or move activity</p> <p>m) Assess for risk of flash flooding</p> <p>m) Weather checks looking at the rain in the upper catchment not just near the site, rain last 30 days/ last 48 hours</p> <p>m) Safe close evac zone</p>	M	<p>Site specific RAF</p> <p>Pre-site assessment</p>	Comply with EMR instructions in water
<p>Hazardous Plants (e.g. Woolly nightshade, castor oil plant, gorse, blackberry)</p>	Cuts, injury, allergic reaction	H	<p>m) Take care around any dead gorse and/or blackberry.</p> <p>m) Pre-site assessment - hazardous plants identified</p> <p>m) Participants instructed to wear closed toe shoes, long pants and long sleeves especially if working in long grass and they get skin irritations from long grass.</p>	M	<p>Pre-site assessment.</p> <p>Hazardous plants identified.</p> <p>Clear briefing on hazards.</p> <p>First aid kit.</p>	<p>Disclose any allergies to WBC.</p> <p>Bring own medication e.g. antihistamines.</p> <p>Comply with WBC instructions.</p>

			<p>m) Anyone with existing allergies to bring their own medication e.g. hay fever medication or EpiPenn.</p> <p>m) Any prickly plants (e.g. gorse/blackberry) or eye poking hazards to be pointed out to the group before they enter the planting site.</p> <p>m) Any dangerous weeds to be identified at pre-site assessment and contained.</p>			
Obstruction or submerged object in river	Boat incident, injury, death	H	<p>m) Use of depth sounder and boat to go at slow speed and only on high tides (up to 2.5 hours either side of high tide).</p> <p>m) Pre-site assessment if practical</p> <p>m) Always wear a personal flotation device when kayaking or boating.</p> <p>m) Keep an overall look out.</p> <p>m) Secure equipment</p>	M	<p>Pre-site assessment</p> <p>Use of depth sounder if on boat</p>	Comply with WBC instructions
Introduction of invasive species	Spread of invasive species and fungi including kauri dieback, threat to native biota	H	<p>m) Provide CCD solution for any unclean footwear</p> <p>m) Kaupapa briefing</p> <p>m) Ensure all equipment that is in contact with soil is cleaned between uses, i.e. footwear and stakes for fish traps</p> <p>m) Avoid working in areas where kauri grow</p>	M	<p>Kaupapa briefing</p> <p>Provide CCD equipment</p> <p>Adhere to biosecurity policy</p>	Comply with WBC instructions
Hazardous material that might get inhaled, in eye,	Breathing difficulties,	H	<p>e) Participants wear dust masks and safety glasses when working with</p>	L	<p>Provide PPE and instructions</p>	Comply with WBC instructions

or on skin e.g. spray-paint, concrete dust, potting soil, chemical powder, fungicides	legionnaires disease		<p>potting soil, spray paint or near installation of Litter Traps when concrete is being drilled into creating concrete dust.</p> <p>m) Wear gloves when handling chemical powder.</p> <p>m) Read and adhere to instructions from Material Data Safety sheets when handling hazardous substances.</p> <p>m) Keep hazardous material out of reach of children.</p>			Provide adequate supervision
Hand Sanitiser	Incident, injury, fire	H	<p>m) when using alcohol-based gel hand sanitisers, ensure gel has fully dried/evaporated before touching any surfaces</p> <p>m) Stay away from any potential ignition sources immediately after using hand sanitiser</p>	L	<p>Apply hand sanitiser correctly and brief participants</p> <p>Must have in stream side box</p>	Comply with WBC instructions.
Earthquake	Incident, injury	M	<p>e) Cancel activity if earthquake in the area</p> <p>m) Refer to emergency procedures</p>	M	Calmly organise group	On land – activity leader to take charge
<p>Landslip</p> <p>A moving mass of debris, loose mud, sand, soil, rock, water and air that travels down a slope under the influence of gravity.</p>	Incident, injury, death	M	m) During any activity coordinators continually identify and manage hazards, be alert for 1 blast of whistle for your attention, in the event of unforeseen dangers, leader to sound 3 whistle blasts and calmly organise evacuation to assembly point	L	Continually identify and manage hazards	Comply with WBC instructors directions

Hazardous aquatic life (e.g. leeches)	Minor cuts, bites	M	<p>m) Identify and brief on most likely hazard for location e.g. leeches</p> <p>m) Specialised/first aid for treatment of injuries caused by hazardous aquatic life</p> <p>m) Do not touch</p> <p>m) Locations chosen for suitability</p>	L	<p>Site checked and monitored.</p> <p>WBC team are all first aiders.</p>	School first aid kit and first aiders.
Leptospirosis - through contact with urine of infected rodents and cattle.	Illness/kidney damage/death	M	<p>m) Need to use good hygiene when working where there's cattle/rodents ie. farm stream banks. Sanitize hands before eating, vaping, etc. Don't touch your face/mouth while working in these areas.</p>	L	<p>Need to use good hygiene ie. sanitize hands before eating, vaping, etc.</p> <p>Don't touch face/mouth while working in these areas</p>	<p>Need to use good hygiene ie. sanitize hands before eating, vaping, etc.</p> <p>Don't touch your face/mouth while working in these areas.</p>
COVID-19 (and any other new viruses)	Illness	M	<p>m) Follow MTSCT COVID-19 directive which follows government guidelines e.g. good hygiene, not working in public facing roles if sick.</p>	L	<p>Follow the most recent MTSCT COVID-19 directive.</p>	Comply with WBC instructions.
Low branches and spiky sedges/rushes – eye poking and tripping hazards	Injury, blindness	M	<p>m) Eye wash available in first aid kit</p> <p>m) Avoid heavily dense vegetation</p> <p>m) Pre-site assessment</p> <p>m) Specialised first aid treatment</p>	L	<p>Pre-site assessment</p> <p>Brief on hazards</p>	<p>Comply with WBC instructions</p> <p>Take extra care</p>

Plant seeds ie. pohutukawa landing in eye	Injury, blindness	M	<p>m) In windy conditions, try to avoid areas where there are lots of light airborne materials e.g. pohutukawa seeds and always have eye wash on hand.</p> <p>m) Specialised first aid treatment</p>	L	<p>Sensible weather assessment</p> <p>Brief on hazards</p> <p>First aid on hand</p>	<p>First aid on hand</p> <p>Comply with WBC instructions</p>
High traffic density and/or speed	Injury or death caused by vehicle	M	<p>m) Pre-site assessment</p> <p>m) Avoid undertaking activities in areas with heavy vehicular traffic or high speed area</p> <p>m) Use of cones to mark boundaries, entry and exit points</p> <p>m) Clear instructions given by WBC</p> <p>m) Adequate supervision</p> <p>m) Use of hi-vis vests when working near roads</p>	L	<p>Pre-site assessment.</p> <p>Cones to mark boundaries.</p> <p>Clear instructions given.</p> <p>Sensible site suitability.</p>	<p>Comply with WBC instructions.</p> <p>Provide adequate supervision.</p>
Wahi tapu sites	Contravene against iwi and hapu tikanga/ management plans	M	<p>m) Liaise with iwi prior to activity, especially if the site is known to be culturally sensitive.</p> <p>m) Identification of wahi tapu sites.</p> <p>m) Do not enter wahi tapu sites.</p>	L	<p>Liaise with relevant iwi.</p> <p>Pre-site assessment.</p> <p>Clear kaupapa briefing given to school.</p>	<p>Comply with all WBC instructions.</p> <p>Undertake activity with respect and regard to culturally sensitive sites.</p>
<p>Dangerous animals (uncontrolled dogs, cattle, wild pigs, swans)</p> <p>Access to sites through working farms</p>	Injury or death caused by wild animal	M	<p>m) Pre-site assessment – potential hazardous animals identified</p> <p>m) Always carry cell phone</p> <p>m) If dangerous animal or uncontrolled dog is encountered, follow Dangerous animal policy as outlined in SOPs ie. STOP-STAND-LEAVE</p>	L	<p>Refer to dangerous animal policy</p> <p>Pre-site assessment</p> <p>Clear instructions given to group/school</p>	<p>Comply with WBC instructions</p>

			<p>e) seeking alternative site</p> <p>e) Return to vehicles or bus, call dog management</p> <p>m) clear comms re access to farms</p>		<p>Group/school responsible for getting to site</p> <p>Sensible site suitability</p>	
Uneven ground/stream edges/hidden holes/unstable bank along stream	Tripping hazard, incident, injury stream	M	<p>m) Wear appropriate footwear</p> <p>m) Careful assessment of access points</p> <p>m) Use walking pole if practical</p>	L	<p>Refer to Walking Pole Policy</p> <p>Site recce</p> <p>Check for recent slips</p>	Comply with WBC instructions
Fences - electric and barbwire	Tripping hazard, incident, injury	M	<p>m) Briefing to manage and ID hazard</p> <p>m) Comms with farmer/landowner prior to trip</p>	L	Ensure fences have been turned off	Comply with WBC instructions
Dynamic hazards in public spaces	Various	L	m) Advise groups to manage selves	L	Manage selves	People to take personal responsibility to manage selves
Bamboo stakes	Injury	L	m) Advise group about bamboo stakes	L	Refer to SOP for planting sites	Control behaviour to ensure no one runs into a bamboo stake
Microbes in water Cyanobacteria Toxic algae in water	Illness, skin irritation	L	<p>e) No activity in places where there is an official notice of contamination or health warning not to swim</p> <p>m) Visual and smell test in pre-site assessment</p>	L	<p>Water quality check as per guidelines</p> <p>Visual check for toxic algae during site recce and on field trip day,</p>	<p>Comply with WBC instructions</p> <p>Advise students not to drink water and bring their own bottled water.</p>

			<p>m) Follow best practice hygiene and sanitisation standards</p> <p>m) Advise students not to drink water and to bring their own bottled water.</p>		check for alerts on official pages	
Dog poo/Human poo	Illness, incident, injury	L	<p>m) Advise students not to touch or step on</p> <p>m) Remove or cone off to avoid contact or posing a slipping hazard</p>	L	Site checked	Comply with WBC instructions.
Rubbish e.g. glass, metal, shellfish etc.	Injury, cuts, scrapes	L	<p>e) No activity in places that are heavily polluted with rubbish</p> <p>m) Appropriate footwear and gloves</p> <p>m) Participants advised to wear closed-toe shoes during stream investigations</p> <p>m) Pre-site assessment and monitoring</p>	L	<p>Pre-site assessment.</p> <p>Appropriate PPE worn.</p>	Comply with WBC instructions.
Damage to environment	Damage to environment	L	<p>m) Care of environment instructions given.</p> <p>m) 'No take' kaupapa policy</p>	L	Clear guidelines on care for environment	Comply with WBC instructions
Equipment						
<p>Lack of appropriate gear</p> <p>Inappropriate footwear.</p> <p>No warm change of clothes.</p>	Incident, injury, death	M	<p>m) Equipment checked and tried on land.</p> <p>m) First Aid Kit on-hand and First aid certified personnel on-hand.</p> <p>m) Use of cones to mark boundaries.</p>	L	Provide adequate PPE where appropriate e.g. waders.	<p>Bring suitable PPE where appropriate.</p> <p>Adhere to safety guidelines provided by the activity leader.</p>

			<p>m) Rope or PFD available to throw out to assist in water.</p> <p>m) Wear gloves if potential of moving sharp objects (rubbish) from stream</p> <p>m) Participants instructed to wear closed-toe shoes, long pants and long sleeves, especially if working in long grass and they get skin irritations from long grass.</p> <p>m) Lifejackets are fit for purpose and fitted correctly</p> <p>m) Equipment regularly checked and maintained</p>			
Being hit by an obstacle or equipment e.g. net handle or kayak paddle	Incident, injury, death	M	m) Brief on how to use equipment.	L	Brief group on safe use of equipment.	Adhere to safety guidelines provided by the activity leader.
Inexperience in waders	Incident, injury, death	H	<p>m) Skills and experience of leader and group</p> <p>m) Refer to Wader Policy in SOP</p> <p>m) Waders checked and tried on land.</p> <p>m) Brief on how to use waders.</p>	M	<p>Brief group on Wader Policy.</p> <p>Provide suitable waders where appropriate.</p>	Adhere to Wader Policy
<p>No first aid kit or cell phone.</p> <p>No first aid certified personnel onsite.</p>	Incident, worsened injury.	H	<p>m) Pre-site assessment</p> <p>m) Always carry cell phone</p> <p>m) Equipment checklist</p> <p>m) Communication plan/field intentions form</p>	M	<p>First Aid certificate</p> <p>Always carry first aid kit or communication device when in the field</p> <p>Complete FIF procedure when on the field alone</p>	Comply with WBC instructions

			m) Team lead has a current first Aid Certificate			
Vehicle Incidents (e.g. MTS van and trailer or in private vehicle on way to and in between worksites)	Damage to vehicle, injury, incident, death	H	<p>m) Comply with road rules</p> <p>m) Refer to van/trailer policies on website</p> <p>m) Ensure driver is fully-licensed</p> <p>m) Ensure driver is familiar with trailer and van policies</p> <p>m) Driver to undertake training session prior to using the van and/or trailer</p> <p>m) Driver fatigue - incorporate into work plan for the day - plan accordingly</p>	M	<p>Ensure drivers are fully-licensed</p> <p>Assess driver's ability prior to use of van/trailer</p> <p>Keep trailer and van policies up to date and provide training sessions</p> <p>Familiarise yourself with, and adhere to, trailer and van policies</p> <p>Refer to transport policy</p> <p>Report any incidents to National Coordinator</p>	Refer to transportation policy
Unsecured gazebo	Incident, injury, death	H	<p>m) Ensure gazebo is safely secured</p> <p>m) Avoid erecting gazebo in windy conditions</p>	L	<p>Pre-site assessment including weather checks.</p> <p>Safe practice of erecting and disassembling gazebo.</p>	Adhere to safety guidelines provided by the activity leader.
Power tools causing injury Weedeaters	Injury	H	<p>m) Only trained and/or experienced adults to use power-tools when erecting signage or installing Litter Traps</p> <p>e) Not to be used by participants</p>	L	Provide PPE and, where necessary, training to adults who need to use power tools for installing signage and/or Litter Traps. It is at the discretion of the lead coordinator being	<p>Comply with WBC instructions</p> <p>Provide adequate supervision</p>

					satisfied with the person's experience and knowledge to use power tools safely.	
<p>Sharp tools</p> <p>Spades, niwashis and sharp hand tools</p> <p>Inappropriate use of spades</p>	Incident, injury	M	<p>m) Brief on how to use equipment and method for planting – adults to use spades and high vis vests. Every student gets to plant a plant. Equipment checked prior to planting.</p> <p>m) Always use the tool in the way it is intended.</p> <p>m) When using a niwashis blades, hold it away from the body,</p> <p>m) Be aware of any sharp edges or cutting surfaces that could harm you.</p> <p>m) Ensure cutting edges are kept sharp.</p> <p>m) Do not leave tools on walkways, stairways etc whilst working</p>	L	<p>Brief on safe practice.</p> <p>Clear instructions given.</p> <p>First aid kit.</p>	<p>Comply with instructions given by WBC.</p> <p>First aid kit.</p>
No torches or torches failing (night activities e.g. spotlighting)	Poor visibility, injury, fall, death	M	<p>m) All participants asked to bring torches – handheld or head-lamps.</p> <p>m) Some spare torches and head-lamps provided.</p> <p>m) Each area leader must have a strong spotlight.</p> <p>m) All participants to wear glow stick or form of light</p>	L	<p>Clear instructions given.</p> <p>Some spare torches/headlamps provided.</p> <p>Pre-site assessment/preparation.</p> <p>Glow sticks.</p>	<p>Comply with WBC instructions.</p> <p>Bring your own torch and batteries.</p>
Magnifying glass	Incident, fire risk	M	m) Do not leave in the sun unattended	L	Clear instructions given.	Comply with WBC instructions.

			m) Do not allow children/participants to use unsupervised.		Not to be used as a toy - serious consequence could result	
Peanut butter (used for traps)	Allergic reaction, anaphylaxis	M	m) Participants with anaphylaxis identified via pre-site assessment m) Participants with any other allergies identified prior to activity m) Carry antihistamines as part of WBC kit	L	Identified participants with allergies and anaphylaxis. First Aid Certificate.	School discloses allergies to WBC. School ensures has medication and medical action plans.
Gee Minnow Trap (GMT) rope	Tripping hazard, incident, injury	M	m) Use fluorescent rope or string for GMTs m) Place GMTs and rope out of walkway m) Use boundary cones or flagging tape to mark location of GMT/rope where deemed necessary	L	Site recce Clear instructions given	Comply with WBC instructions.
Inadequate Communication	Incident worsened through lack of comms	M	m) Patchy reception noted on pre-site assessment m) Always carry cell phone m) Nearest closest landline known m) Back up emergency comms (eg VHF) for remote or patchy reception	L	Always have communication device when in the field When working solo, in environments where there are no other people expected to be present (isolated) or areas where there is known bad reception, take a second form of emergency communications device (such as VHF for coast or Garmin SOS for rivers)	Comply with EMR instructions

Pest traps	Injury	L	m) Advised not to touch	L		Comply with WBC instructions
Faulty kayak	Incident	L	m) Kayak checked to be fit for purpose	L	Follow kayak policy and best practise guides	

General workplaces and events

Hazard/Risk	Potential Harm (What could go wrong?)	Initial Risk Rank (L/ M/ H)	Control (What can we do to minimise the likelihood of potential harm?)	Residual Risk Rank (L/M/H)	Responsibility of MTSCT
First Aid Kit <ul style="list-style-type: none"> ● Not available ● Inadequately stocked 	<ul style="list-style-type: none"> ● Injury not attended with appropriately ● Infection 	H	<ul style="list-style-type: none"> ● First Aid Kit to be available on worksite ● First Aid Kit to be stocked in accordance with Health and Safety Policy ● All staff aware of the location of the First Aid Kit. ● Proper signage is posted to recognise the location of First Aid Kit ● Trained first aiders 	L	Annually
Plant & Equipment	<ul style="list-style-type: none"> ● Personal Injury / sharp objects ● Musculoskeletal injuries from poor design 	H	<ul style="list-style-type: none"> ● Ensure guarding is always in place ● Ensure pre-start checks of high-risk equipment is carried out ● Monitor with regular workplace inspections ● Ensure regular maintenance and repair ● Training 	L	Ongoing
Lifting/Manual handling Incorrect lifting	<ul style="list-style-type: none"> ● Musculoskeletal injuries ● Slip, trip and fall injuries 	M	<ul style="list-style-type: none"> ● Utilize trolleys and mechanical devices ● Ask for help (2-person lift minimum) ● Store goods at waist level/minimise storage at height and ground levels ● Training 	L	Ongoing
Dangerous Goods & Hazardous Substances (used, stored and handled)	<ul style="list-style-type: none"> ● Respiratory problems ● Skin Diseases ● Chemical Burns 	H	<ul style="list-style-type: none"> ● Check Safety Data Sheet for safety precautions and inform workers i.e. First Aid measures in the event of accidental release or spillage 	L	Annually

and carried in Organisation vehicles) Fumes Spillages Incorrect storage. Fire Explosion	<ul style="list-style-type: none"> ● Eye Injuries ● Burns from Substances ● Fire 		<ul style="list-style-type: none"> ● Use appropriate personal protective equipment is available ● Determine if any ignition source and put control measures in place to mitigate ● All hazardous chemicals must be listed in the hazardous substances register 		
Ladders	<ul style="list-style-type: none"> ● Death or serious injury from falling from height 	H	<ul style="list-style-type: none"> ● Remove all unsuitable ladders from site immediately ● Do not use ladders as a working platform ● Use guarded working platforms instead of ladders (where possible) ● Use ladders for short duration work or access to the work area only ● 3 points of contact at all times. 	L	Ongoing and annually
Poor Housekeeping	<ul style="list-style-type: none"> ● Slips, trips and falls resulting in breaks, cuts, abrasions etc 	H	<ul style="list-style-type: none"> ● Keep materials and equipment clear of access ways ● Use bins for waste ● Contain building materials in designated storage areas ● Ensure good housekeeping measures in place/site is clean and tidy ● Monitor with regular site safety inspections and keep records of inspections 	L	Ongoing
Electricity and electrical appliances	<ul style="list-style-type: none"> ● Electrocutation ● Electric shock ● Electrical burns 	H	<ul style="list-style-type: none"> ● Only registered electrician to repair electrical equipment ● Use Lock Out/Tag Out practices (if applicable) ● Use approved RCDs and/or provide power box ● Equipment, leads and RCDs to be checked regularly by a competent person ● Avoid overloading power outlets ● Monitor with regular site safety inspections 	L	Ongoing and annually

Hand and power tools	<ul style="list-style-type: none"> •Death •Serious laceration/ loss of limbs, Puncture wounds, Nerve damage, •Cuts and abrasions 	H	<ul style="list-style-type: none"> • Ensure guards in place and keep clear of blades • Use correct tool for the job • Ensure regular equipment Servicing and repair (Lock/Out plant and equipment as required) • Keep register of all tools, machinery and equipment (track loss of these) • Training – ensure workers are trained and competent to use specific equipment/ machinery 	L	Ongoing and annually
Lone Workers	<ul style="list-style-type: none"> • Unable to obtain first aid care quickly 	H	<ul style="list-style-type: none"> • Field intentions complete • Ensure communication plans are in place with regular check in times and only trained workers are working alone • Ensure lone workers are first aid trained • When working solo, in environments where there are no other people expected to be present (isolated) or areas where there is known bad reception, take a second form of emergency communications device (such as VHF for coast or Garmin SOS for rivers) 	L	Ongoing and annually
Contractors and visitors	<ul style="list-style-type: none"> •Exposure to site hazards resulting in injury, illness or death 	H	<ul style="list-style-type: none"> • Escort/Supervise any visitors/contractors/clients • Ensure all contractors working on site are inducted • Ensure traffic management in place if required • Clear hazards signs throughout the workplace 	L	Ongoing
Moving vehicles	<ul style="list-style-type: none"> •Death i.e.crushing •Broken bones •Cuts & abrasions 	H	<ul style="list-style-type: none"> • Designate and mark out drop off and pick up areas • Stay visible to the driver and keep clear of vehicles • Put traffic management plan in place if appropriate/applicable • Use spotters where visibility is restricted • Use signage to warn pedestrians 	L	Ongoing
Public Safety	<ul style="list-style-type: none"> •Unauthorised access to site by public •Increased risk of personal injury due to access to tools, machinery, materials. 	H	<ul style="list-style-type: none"> • Event plan in place • Site secured by boundary fencing with hazard boards and signs • Site locked when not occupied and monitored by secured if appropriate • Tools, machinery and equipment locked away when not in use and at the end of day/work. 	L	Ongoing

			<ul style="list-style-type: none"> Regular toolbox/safety meetings 		
Aggression from the Public	<ul style="list-style-type: none"> Fatality Serious Injury; Broken Bones /Cuts Scrapes Mental Health 	H	<ul style="list-style-type: none"> Follow Difficult people Policy Training & Awareness Regular Safety Meetings to inform and discuss scenarios Emergency Procedure in place 	L	Ongoing
Drugs & Alcohol at Events (participants)	<ul style="list-style-type: none"> Fatality Serious Injury Intoxication Drug Overdose 	H	<ul style="list-style-type: none"> Refer to drugs and alcohol policy Participants are to be free from the influence of drugs and alcohol to participant in safety sensitive activities 	L	Ongoing