

| Title: | Guided walk program | | | Date: | 2019 | |
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| Background: <i>(Brief description of activity/task)</i> | <p>Mary Cairncross Scenic Reserve (Maleny), Maroochy Bushland Botanic Garden (Tanawha) and Maroochy Wetlands Sanctuary (Bli Bli) are the three key bushland reserves which form the Centres for Conservation, Learning and Partnerships (CCLP) network. The three CCLP 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. The information contained in this document is designed to assist teachers, group leaders and coordinators when planning a visit to one of the CCLP reserves so that participants will enjoy their visit and stay safe.</p> <p>We trust you will enjoy your visit to our centres.</p> | | | | | |
| Completed by: | Name: | Renee Fletcher | Business Area: | Liveability & Natural Assets | Date reviewed: | Nov 2019 |
| | Name: | Ben Valentine | Business Area: | Business Performance | Date reviewed: | Nov 2019 |
| Authorised by: | Name: | Michael Gilles | Business Area: | Liveability & Natural Assets | Date reviewed: | Nov 2019 |
| 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. Visitors will be advised to stick to the paths. | L4 Rare | SCC | ✓ |

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| | | | <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 Staff qualified in first aid are present at both Mary Cairncross Scenic Reserve and Maroochy Bushland Botanic Garden. 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. Visiting groups are advised to bring their own kits. | 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 | |

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| 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. Staff qualified in first aid are present at both Mary Cairncross Scenic Reserve and Maroochy Bushland Botanic Garden. 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. Visiting groups are advised to bring their own kits. SCC Volunteer guides will report any risk or hazards on the walk. | 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. | | Group organisers | |

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| Fire, flooding or other external emergency | | M-44 Rare | <ul style="list-style-type: none"> • SCC staff and SCC 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 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 | √ |
| Insect / animal bites / stings Reaction to native plants | Potential for bites / stings from snakes, spiders, ticks, bees, wasps, ants Allergic reaction resulting from bite / sting / plant contact | H-72 Possible | <ul style="list-style-type: none"> • Staff qualified in first aid are present at both Mary Cairncross Scenic Reserve and Maroochy Bushland Botanic Garden. • 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. | M-32 Possible | SCC | √ |

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| | | | <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. Participants are instructed to bring any specialised medical resources required e.g. treatments for existing medical conditions such as asthma and allergies. Visit 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 tracks at all times. | | Group organisers | |
| Medical emergency | Physical activity causing a medical emergency e.g. heart attack or spontaneous medical emergency e.g. epileptic fit etc. | H-68 Unlikely | <ul style="list-style-type: none"> SCC Staff qualified in first aid are present at both Mary Cairncross Scenic Reserve and Maroochy regional Bushland Botanic Garden. 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. | L-24 Unlikely | SCC | √ |

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| | | | <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. Participants are instructed to bring any specialised medical resources required e.g. treatments for existing medical conditions such as asthma and allergies. 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 Volunteer guides will hold a current Blue Card (working with children) 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 must have undertaken 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 of volunteer or other participant | M-44 Rare | <ul style="list-style-type: none"> SCC Volunteer guides will carry a mobile phone while on the walk to call emergency services or assistance if required. | L-4 Rare | SCC | √ |

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|--|--|--|--|--|------------------|
| | | | <ul style="list-style-type: none"> • SCC volunteer guides will have undertaken training and a Council induction prior to guiding. | | |
| | | | <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. • Walk participant to guide ratios will be adhered to. | | Group organisers |

| Sunshine Coast COUNCIL | | WH&S RISK CALCULATOR | | | | |
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| | | Consequences | | | | |
| Likelihood | 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 | | Hierarchy of Control | |
| E | Extreme risk, immediate action required | ELIMINATE | Eliminate the process, material or substance completely |
| H | High risk, prioritised action required | SUBSTITUTE | Replace the process, material or substance with a safer one |
| M | Moderate risk, planned action required | ISOLATE | Isolate the person(s) from the process, material or substance |
| L | Low risk, actioned by routine procedures | ENGINEER | Design or re-design the process, material or substance |
| SCRC - 04/2009 | | 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.

PRIVACY - Council will use any personal information provided for the purpose of health and safety activities only. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's Privacy Policy, available on Council's website.