

Risk Management Assessment

Warragamba Dam Excursions

While WaterNSW has taken care to identify possible hazards on the site, conditions can change daily due to the operational nature of Warragamba Dam. It is very important therefore, to follow the directions of WaterNSW staff on the day.

This venue and safety information assessment has been provided to assist risk management planning for educational excursions to the outdoor and indoor areas of WaterNSW's Warragamba Dam site.

Name of workplace: Warragamba Dam (WaterNSW)

Location: Warragamba Dam Visitor Centre,
Production Ave,
Warragamba 2752

Contact: 02 4774 4433

Web address: www.waternsw.com.au/education

Email: education.mail@waternsw.com.au

Insurance: WaterNSW has Public Liability Insurance.

Risk Matrix						
	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequences	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

[Risk assessment matrix as provided by Australian Children's Education & Care Quality Authority 2023]

Location/ Activity	Hazard identified	Risk assessment	Our elimination / control measures	Your elimination / control measures	Who from your team?	When do you do this?
WaterNSW Warragamba site	Operational site	Specific to activities and locations listed below	Safety walk completed daily by WaterNSW	Read the Risk Management Assessment.	All attending adults (teachers, aides & parent helpers)	Prior to the excursion
			WaterNSW Educator(s) lead safety induction and obtain all attending adults' signatures.	Engage in compulsory, onsite, safety induction including evacuation procedures.	All attending adults (teachers, aides, parent helpers)	Start of the excursion
General supervision	Inadequate supervision of students / Separation from group	Critical	WaterNSW Educator to student ratio is 1:15 for preschools and 1:30 for all other groups. *WaterNSW will cancel excursions if the school's supervision ratios are not met.	Teacher/ parent helper to student ratio* of: <ul style="list-style-type: none"> • <u>Preschool</u> - 1:5 • <u>Home Ed</u> - 1:10 • <u>Primary</u> - 1:10 • <u>Secondary</u> - 1:15 Identify the total number of students attending. Keep track of the number of students in your group as we move between locations.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
Toilet use	Lack of dignity / Potential for harm	Critical	<u>Preschool</u> : The female Visitor Centre toilets will be temporarily closed to the public so that they are solely used by the students during their toilet time. WaterNSW staff will assist in supervision of	<u>Preschool</u> : Two teachers/aides are in line-of-sight supervision of each other and the students using the female Visitor Centre toilets. The remaining students will wait just outside the toilets	All attending adults (teachers, aides & parent helpers)	Duration of the excursion

			<p>students waiting outside the toilets.</p> <p><u>Primary & Secondary:</u> WaterNSW Educators will:</p> <ul style="list-style-type: none"> • remind teachers/aides of their responsibilities • remind that toilet blocks will be used by the public on the day • facilitate timing and use of the outdoor toilets at recess, lunch, and between classroom and tour activities 	<p>near the Visitor Centre front desk.</p> <p><u>Primary & Secondary:</u> At outdoor toilets a minimum of 1 teacher/aide stands at the central sinks to have line-of-sight to the toilet stalls. Another teacher/ aide maintains line-of-sight supervision to the teacher/ aide supervising the toilets.</p> <p>At indoor toilets individual students will use the single, accessible toilet with a teacher/aide maintaining line-of-sight to its external door and our Visitor Centre staff.</p>	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
Public access to Haviland Park and the Visitor Centre	Inappropriate interaction with the public	Moderate	<p>WaterNSW Educators hold a current NSW Working with Children Check clearance.</p> <p>The classroom area of the Visitor Centre will be cordoned off from the public. Should a risk arise, we move all students and adults into the lockable classroom space.</p>	Always prioritise supervision of students.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
General movement	Uneven ground surfaces	Moderate	Deliver safety talk for students to:	Wear flat, non-slip, supportive, fully enclosed shoes.	All attending adults and students	Duration of the excursion

around the site	Slips, trips, and falls	High	<ul style="list-style-type: none"> • move as a group • follow instructions • walk at all times • not climb, lean, or sit on handrails or structures • be aware of uneven ground surface • be aware of signs, poles, bollards and similar fixtures around the site 	Always prioritise supervision of students. Ensure students follow safety rules.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
	Signs, poles, bollards and similar fixtures			Before students exit the bus, notify them of safety rules and to being aware of the spaces in which they are moving.	All attending adults (teachers, aides & parent helpers)	Prior to the excursion.
All outdoor activities including: <ul style="list-style-type: none"> • morning tea • lunch • play • outdoor classroom • tours • toilet facilities 	Environmental exposure (e.g. smoke, sun, wind, rain, cold, heat)	Moderate	<p>Modify running order of program, activities, and/or locations to limit exposure to adverse conditions where possible.</p> <p>Facilitate breaks to fill water bottles.</p> <p>In the case of extreme conditions, we may have to cancel the excursion.</p>	<p>Ensure appropriate dress for the day including hat, sunscreen, raincoat, drink bottle, and flat-enclosed shoes.</p> <p>Provide an after-hours number for the contact teacher in case we must cancel an excursion due to extreme conditions.</p>	All attending adults and students	Prior to and for the duration of the excursion
All outdoor activities including: <ul style="list-style-type: none"> • morning tea • lunch 	<ul style="list-style-type: none"> • Stinging insects • Snake bites • Spider bites 	Moderate	<p>Where possible we remove nests and webs within reach of students prior to their excursion.</p> <p>In the event of any swarms, we will modify the excursion route.</p>	<p>Carry your school's First Aid Kits to all locations.</p> <p>Do not approach wildlife.</p>	All attending adults (teachers, aides & parent helpers)	Duration of the excursion

<ul style="list-style-type: none"> • play • outdoor classroom • tours • toilet facilities 			<p>Spiders are regularly controlled by pest control treatment</p> <p>WaterNSW first aid kits are within 100 metres of all activities.</p> <p>WaterNSW Educators are trained in providing first aid.</p>			
Crossing roads in all outdoor activities	Vehicle striking a pedestrian	Moderate	<p>Maximum vehicle speed limit ranges between 10km/h to 30km/h.</p> <p>WaterNSW Educator to ensure group uses footpaths and crossings on the tour where practical.</p> <p>WaterNSW Educator will signal vehicles onsite to ensure vehicles pass prior to group proceeding or that vehicles stop to allow the group to proceed.</p>	<p>The bus driver follows behind the WaterNSW Educator vehicle to ensure on site speed limits.</p> <p>Use designated pathways and walkways, including use of pedestrian crossings.</p> <p>Attending adults (teachers, aides, and parent helpers) position themselves at the front and rear of the group.</p>	<p>Bus driver</p> <p>All attending adults (teachers, aides & parent helpers)</p> <p>All attending adults (teachers, aides & parent helpers)</p>	<p>Duration of the excursion</p> <p>Duration of the excursion</p> <p>Duration of the excursion</p>
Wellbeing of students	<ul style="list-style-type: none"> • Mobility concerns • Asthma • Diabetes 	High	<ul style="list-style-type: none"> • Communication systems are in place for teachers to inform WaterNSW educators 	<p>Advise WaterNSW educators of any health, well-being or needs. Identify any modifications or accommodations that best suit your students' needs.</p>	All teachers	Prior to the excursion

	<ul style="list-style-type: none"> Allergic reactions Heart conditions Anxiety Behaviour concerns (especially if a student flees when triggered) 		<ul style="list-style-type: none"> of concerns prior to the excursion. WaterNSW Educators modify learning programs to best meet the needs of students with identified concerns. All sites that we visit are monitored before and during use. Measures are taken to eliminate, avoid or minimize exposure to known allergens or triggers. WaterNSW first aid kits are within 100 metres of all activities. WaterNSW Educators are trained in providing first aid. 	<p>Advise WaterNSW staff of any mobility issues. If possible, organise a teacher's aide or parent helper to assist the student in moving across the site.</p> <p>Bring Health Management Plans and medication as needed.</p> <p>During the day, maintain communication with WaterNSW Educators of any changing needs or any requirements for breaks for medication.</p> <p>Eliminate, avoid, or minimize exposure to known allergens or triggers.</p>	<p>All teachers</p> <p>All attending teachers</p> <p>All attending teachers</p> <p>All attending teachers</p>	<p>Prior to the excursion</p> <p>Prior to the excursion</p> <p>Duration of the excursion</p> <p>Duration of the excursion</p>
General health of teachers and students	Infectious illnesses (eg. COVID-19, RSV, Influenza, etc.)	High	<p>WaterNSW Educators will not attend work/the excursion if they are unwell or have tested positive for COVID-19, Influenza or RSV.</p> <p>WaterNSW Educators will distance/remove themselves if</p>	<p>Students and teachers who are unwell or who have tested positive for COVID-19, Influenza or RSV should not attend the excursion.</p> <p>Teachers and students will distance/remove themselves if</p>	<p>All attending adults (teachers, aides & parent helpers) & students</p> <p>All attending adults (teachers,</p>	<p>Prior to the excursion</p> <p>Duration of the excursion</p>

			<p>they become unwell during the excursion.</p> <p>WaterNSW Educators may use provided hand sanitizer and masks during the excursion.</p> <p>Where possible ventilation in the classroom is supported by keeping a large external door open (except in the presence of high winds or bushfire smoke)</p>	<p>they become unwell during the excursion.</p> <p>Students and teachers may use hand sanitizer and masks provided during the excursion.</p>	<p>aides & parent helpers) & students</p> <p>All attending adults (teachers, aides & parent helpers) & students</p>	<p>Duration of the excursion</p>
Hands-on activities on the Visitor Centre Balcony & in the classroom (Burraborang Room)	Slips from spilt water	Moderate	<ul style="list-style-type: none"> • Where possible work with catchment models outside as the surface isn't as slippery when wet. • Monitor the floors. • Clean/mop any spills. 	Encourage students to keep water on the catchment models (and not the floor).	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
	Slips trips, and falls from equipment on the floor	Moderate	<ul style="list-style-type: none"> • Place materials on tables. • Place materials in containers on non-slip mats for floor-based play. 	Encourage students to pack away equipment and be aware of their surroundings.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
	Slips, trips, and falls on viewing	Moderate	Advise participants that stairs to the lower viewing platform can be slippery when wet.	Remind students to carefully ascend and descend stairs (especially when wet).	All attending adults (teachers, aides & parent helpers)	Duration of the excursion

platform stairs					
Injury from water testing equipment, samples, and chemicals.	Moderate	<ul style="list-style-type: none"> Assess all equipment prior to and during use. Provide PPE where required. Advise participants to use all equipment, samples, and chemicals as per the Material Safety Data Sheets. WaterNSW first aid kits are within 100 metres of all activities. WaterNSW Educators are trained in providing first aid. 	Wear PPE as directed, including safety glasses and disposable gloves.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
Mouthing equipment: Choking hazard	Moderate	For younger children, provide non-toxic equipment (eg. hand-made Play-Doh) that is large enough (eg. blocks) to not be a choking hazard.	Actively supervise students. Remind them not to mouth equipment.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
Injury from thrown objects	Moderate	Advise students how to appropriately use and store equipment.	Actively supervise students. Remind them not to throw equipment.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program
Spreading of germs by sharing equipment	Moderate	Disinfect equipment at the end of each day. Isolate equipment that cannot be disinfected.	Encourage students to wash their hands after toileting, eating, wiping their nose, etc.	All attending adults (teachers, aides & parent helpers)	Duration of the teaching program

Specific only to guided outdoor tour of Warragamba Dam+	Failure to receive group leader's instructions	Low	Our staff wear high visibility clothing as per WaterNSW Safety requirements and use a portable speaker to be clearly heard.	Remind students to follow WaterNSW Educator's directions.	All attending adults (teachers, aides & parent helpers)	Duration of the excursion
+Subject to WaterNSW operational requirements on the day	Heights: Falling, fear of, and vertigo	Critical	Provide student and teacher safety briefing to prepare everyone for incidence of heights and set behavioural expectations: <ul style="list-style-type: none"> no climbing, leaning over, or sitting on any handrails no climbing any fence, wall, or structure Students will return to the bus if WaterNSW Educators deem their behaviour to be unsafe. 	Communicate student welfare concerns (e.g. Anxiety) to WaterNSW Educators so that they can prepare to suitably meet your students' needs. Remind students to follow WaterNSW Educator's directions not to climb, lean over, or sit on any rail, fence, wall, or structure.	All attending teachers All attending adults (teachers, aides & parent helpers)	Prior to the excursion Duration of the guided tour
	Hot metal surfaces (handrails)	Low	Provide student safety briefing not to touch Aerofoil rails.	Remind students not to touch Aerofoil rails.	All attending adults (teachers, aides & parent helpers)	Duration of the guided tour
	Bus striking cables at Terrace Gardens level	Low	Preemptive communication with driver to direct bus driver to turn left from right lane until cables cleared			

Equipment

The equipment listed is indicative only. Resources used will be age and subject appropriate and selected pre-excursion.

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards, and codes of practice?

Yes No

- Worksheets and/or clipboards,
- Miscellaneous stationery – pencils, pens, paper, erasers
- Magnifying glasses, binoculars, resin water bugs, sensory toys, puzzles
- Water testing equipment e.g. turbidity tubes and water samples
- Catchment models, catchment model pieces, water bottles
- Books, lab coats, vests, hard hats, puzzles, stuffed animals, balls, nets, building blocks, play doh

Supervision

- Teachers always retain responsibility for supervising student behaviour and Duty of Care for students. For your safety, please listen carefully to the safety induction on arrival. Please follow all directions and instructions from WaterNSW staff.
- Although a First Aid kit is available on site, teachers are required to carry their own first aid kit during excursions as per the Department of Education's excursion policy.
- Toilet facilities are limited once the program starts. We recommend that teachers supervise that all students use the toilets on arrival.

Other requirements

- The school bus/coach will be required to transport your group around the site. DO NOT release your bus/coach on arrival.
- Limited electric BBQ's available in the adjacent Warragamba Reserve picnic area. No kiosk on site. Take away shops available in the nearby Warragamba township.

Access

Is access to and egress from the premises safe and without risk to health? Yes No

Is the venue wheelchair accessible? Yes No

Are disabled toilets available? Yes No

- There are some areas on the site that are not wheelchair accessible.
- Excursions will be modified to include wheelchair accessible areas when required. Please let us know prior to your excursion so that we can plan accordingly.
- Accessible toilets are located within the picnic grounds.

Plan prepared by: Kelly Osterberg

Position: School Education Coordinator

Date: 22 July 2025

Prepared in consultation with: Caroline Dearson

Position: Education and Visitor Services Manager

Date: 23 July 2025

Communicated to: WaterNSW Educators

Date: 23 July 2025

Monitor: Monitor the effectiveness of controls and modify if necessary.

Review: If an incident or a significant change occurs review and modify if necessary.

Evaluate: Evaluate and modify the risk management assessment as required on an annual basis.

Relevant websites:

- [NSW Department of Education](#)
- [Australian Children's Education & Care Quality Authority](#)