

# Waste & Recycling Prep-Yr 6 Incursion Presentation Session

## Terms & Conditions

Thank you for booking a Cairns Regional Council Prep-Yr 6 Incursion Presentation Session.

### INFORMATION ABOUT YOUR BOOKING

#### Terms & Conditions:

**PLEASE NOTE: Presentations may need to be cancelled or rescheduled with short notice in the event of extreme weather conditions, staff illness or due to Council operational requirements.**

<b>Who can take part?</b>	Schools within the Cairns Regional Council local government area.
<b>Available days</b>	Tuesday – Thursdays, excluding public holidays
<b>Cost</b>	Incursion Presentation Sessions are free of charge for Schools within the Cairns Regional Council local government area.
<b>Age restriction</b>	Prep-Year 6 (For higher year levels please complete alternate booking)
<b>Minimum/Maximum Participants</b>	Minimum 15, no maximum limit.
<b>Student/community Group supervision</b>	Council Officers will conduct activities with teachers/facilitators present. <ul style="list-style-type: none"><li><input type="checkbox"/> Schools must ensure sufficient supervision as per their own policies and requirements for presentations.</li><li><input type="checkbox"/> Teachers/Facilitators are expected to supervise their students and uphold hygiene while maintaining a safe environment</li><li><input type="checkbox"/> Behaviour of students is the responsibility of the school</li></ul>
<b>About Council host</b>	Council's Waste Education Officer is holds current Blue Card & First Aid Certification
<b>Public Liability</b>	Cairns Regional Council has appropriate public liability cover
<b>Cancellations</b>	Incursion Presentation Sessions may need to be cancelled or rescheduled with short notice in the event of staff illness, extreme weather conditions, or Council operational requirements

#### Preparations for your Presentation:

<b>Please make sure you have confirmed access to the following</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> A suitable space for presentation delivery (Room/hall/venue space allowing for total number of participants including presenter)</li><li><input type="checkbox"/> Suitable AV system for participant numbers (with tested/working projector, TV-HDMI connection, speakers)</li><li><input type="checkbox"/> Facility with handwashing/toilet facilities available.</li></ul>

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### School Incursion Presentation Session Overview:

<b>The standard 1-hour incursion* presentation session covers the following learning areas:</b>	
<ul style="list-style-type: none"> <li>• Understanding diverse types of waste</li> <li>• Examining the environmental impacts of waste</li> <li>• Investigating the waste management process specific to the Cairns region</li> <li>• Exploring methods for reducing, reusing and recycling waste as best as possible</li> </ul> <p>* Presentation times can be shortened, eg. for school assembly summaries, varied deliveries for special events (under 8s days etc). Please speak with Council's Waste Education Officer for further information.</p>	
<b>Optional hands-on activity</b>	
<ul style="list-style-type: none"> <li>• A 15-minute hand's on activity can be added to your 1 hour session, providing students the opportunity to apply what they have learned by sorting different kinds of (clean) household waste items (paper, cardboard, plastic bottles, plastic bags and pretend food items).</li> <li>• Subject to numbers, students will form teams and take turns to place items into the bins in a relay race competition. Items sorted into general waste, recycling or compost bins.</li> <li>• The winning team will have the most correct items separated. Winners receiving a recycled pencil, badge or other waste reducing item as a prize.</li> </ul>	
<b>Curriculum connections</b>	Primary: English, Creative writing, Persuasive writing, Mathematics, Measurement, Fractions, Graphs and data, Humanities and Social Sciences, Business and Economics, Civics and Citizenship, Environmental, Recycling, Sustainability
<b>Risk Assessment Information</b>	Please see information below
<b>Other education opportunities</b>	Additionally, your group can also book a free Council Facility tour, transport costs are not included. View Council's Booking page for further information.

### Further information or assistance:

<b>Waste Education Officer</b>	Scott Paterson
<b>Contact Details</b>	<b>Mobile:</b> 0488 096 895 <b>Ph:</b> 4044 8352 <b>Council Customer Service:</b> 1300 692247
<b>Email Address</b>	<a href="mailto:wasteeducation@cairns.qld.gov.au">wasteeducation@cairns.qld.gov.au</a>
<b>Website</b>	<a href="http://www.cairns.qld.gov.au/">http://www.cairns.qld.gov.au/</a>



**RESOURCE RECOVERY – WASTE EDUCATION PROGRAM**  
**Risk Assessment Documentation**

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### RISK ASSESSMENT NOTE PAD

Location of the OHS risk, concern or issue: <b>Schools and Community Group locations/facilities.</b>	
Describe the OHS risk, concern or issue: <b>Cairns Regional Council Resource Recovery Tours, Presentation &amp; Public Engagement</b>	Risk score before control <b>E-73</b>
Your name: <b>Scott Paterson</b>	Persons Likely to be Affected (employees, public or others): <b>Staff and members of the public including; early learning age children, school students, teachers/group leaders. All participants of Waste Education engagement program.</b>

Access the likelihood & consequences from the Hazards or Risk					
Consequences					
Likelihood	Insignificant No Injury <\$1,000 cost	Minor First Aid only no time lost \$1,000 - \$5,000 cost	Moderate < 4 days off –cuts sprains & sprains \$5,000 – \$50,000 cost	Major >4 days off broken/fractured bones etc \$50k- \$250k cost	Catastrophic Death or loss of limb or bodily function >\$250K
<b>Almost certain</b> <i>Is expected to occur most times</i>	<b>M-52</b>	<b>H-64</b>	<b>E-76</b>	<b>E-88</b>	<b>E-100</b>
<b>Likely</b> <i>Will probably occur most times</i>	<b>M-44</b>	<b>H-56</b>	<b>H-68</b>	<b>E-80</b>	<b>E-92</b>
<b>Possible</b> <i>Might occur at some time</i>	<b>L-36</b>	<b>M-48</b>	<b>H-60</b>	<b>E-73</b>	<b>E-84</b>
<b>Unlikely</b> <i>could occur at some time</i>	<b>L-28</b>	<b>L-40</b>	<b>M-53</b>	<b>H-65</b>	<b>E-78</b>
<b>Rare</b> <i>May occur in exceptional circumstances</i>	<b>L-20</b>	<b>L-32</b>	<b>M-45</b>	<b>H-57</b>	<b>H-69</b>

Hierarchy of control	Yes	No
<i>If yes, provide details of the selected control options in Control Options/Safety Precautions.</i> <b>Eliminate</b> – Can the process or substance be eliminated completely?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Substitute</b> – Can the process or substance be replaced with a safer one?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Isolate</b> – Can the process or person be separated from the hazard/risk?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Engineer</b> – Can the process be re-designed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Administrative</b> – Can we limit the exposure to the risk by job rotation or training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PPE</b> – Can we use personal protective equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Describe the recommended control method: Visual monitoring, verbal communications and on-site management by use of visitor sign-in system and safety briefing.

Risk score after control	L-40
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### RECTIFICATION ACTION PLAN

OHS risk, concern or issue	Risk level before control	Control / Corrective Action	Risk level after control	Responsible Officer	Date to be completed by	Action Verified
1. Council Staff/Members of public being exposed to COVID-19 during school/community presentations or public engagement activities	H-56	<p>In compliance with Council's Covid Safety measures approved by CRC WH&amp;S the following requirements will be followed for each school/community group visit/presentation or public engagement activity:</p> <ul style="list-style-type: none"> <li>Council staff will follow directions specified by QLD Health, CRC Workplace Health &amp; Safety</li> <li>Council staff will follow requirements set by Schools/Community Groups, signing in where required, checking into site or presenting vaccination status.</li> <li>Alcohol based hand sanitiser will be in use.</li> <li>Council staff will cancel and postpone activities if unwell</li> </ul>	L-40	Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct	05/09/2023	

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<p>2. Exposure to recycling &amp; waste materials &amp; injury caused by faulty or unchecked equipment/props (wheelie bins, recycled/waste materials, sharp cans/tins &amp; plastic)</p>	<p>M-45</p>	<ul style="list-style-type: none"> <li>All equipment in use is pre-checked before each session to ensure functionality.</li> <li>Recycle and Waste material regular rechecking and removal of any sharp or potentially hazardous materials. Routine cleaning of materials able to be cleaned and disposal of unsuitable materials on a rotational basis</li> <li>Supervision during presentations, activities and discussion by Council staff &amp; Teachers/Facilitators to ensure safe handling of materials</li> </ul>	<p>L20</p>	<p>Waste Education Officer/Facilitator</p>	<p>05/09/2023</p>	
<p>3. Trips and falls during Recycling Relay team activity.</p>	<p>M-45</p>	<ul style="list-style-type: none"> <li>Clear instructions provided to participants on taking part in activity, while remaining safe and being spatially aware of bin &amp; material container positioning</li> <li>Group briefed on acceptable and appropriate behaviour when taking part in the relay activity.</li> <li>Unsafe handling of bins, or inappropriate behaviour during activity will require the activity to cease, or removal of those participants involved.</li> <li>Suitable number of supervising staff based on numbers participating. Waste Education officer and staff to have current first aid certification</li> </ul>	<p>L20</p>	<p>Waste Education Officer/Facilitator</p>	<p>05/09/2023</p>	
<p>4. Injury to Council staff member from moving equipment from Council vehicles to engagement activities (School, Community Group, Shopping Centre). Lifting, carrying, pushing, pulling, holding, moving materials.</p>	<p>E-73</p>	<p>Council staff will follow directions specified by CRC Workplace Health &amp; Safety procedures.</p>	<p>L-20</p>	<p>Waste Education Officer/Facilitator</p>	<p>05/09/2023</p>	

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<p><b><u>Person Authorising the Rectification.</u></b></p> <ul style="list-style-type: none"><li>• Name: .....</li><li>• Signature: .....</li><li>• Payroll Number: .....</li></ul>	<p><b><u>Authorisation Levels.</u></b></p> <ul style="list-style-type: none"><li>• Major Expenditure &amp; Training: - Team leader and Coordinator / Manager.</li><li>• Medium Expenditure: - Team leader &amp; consultation with Coordinator / Manager.</li><li>• Minor Expenditure: - Site Supervisor &amp; consultation with Team leader.</li></ul>
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### Person who compiled this Risk Assessment Note Pad

Name: Scott Paterson  
Waste Education Officer

Signature

A handwritten signature in black ink, appearing to be "S. Paterson".

Date: 05/09/2023

### Authorised by Manager Resource Recovery

Name: Steve Cosatto  
Executive Manager Resource Recovery

Signature

A handwritten signature in black ink, appearing to be "S. Cosatto".

Date: 05/09/2023