

# Yr 7-12 Love Food Hate Waste Incursion Presentation Session

## Terms & Conditions

Thank you for booking a Cairns Regional Council Yr 7-12 Love Food Hate Waste 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>	Year 7-12 Students
<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 40 minute incursion* presentation session covers the following learning areas:</b>	
<ul style="list-style-type: none"> <li>• Understanding food waste</li> <li>• Exploring causes of food waste &amp; its impacts on society</li> <li>• Examining the environmental impacts of food waste</li> <li>• Investigating Council waste management processes specific to organics in the Cairns region</li> <li>• Exploring methods for reducing, reusing and recycling food waste as best as possible</li> </ul>	
* 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.	
<b>Risk Assessment Information</b>	Please see information below
<b>Other education opportunities</b>	Additionally, Council offers a free facility excursion option for schools and community groups.  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

### 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