



## Wellington Caves Risk Assessment for School Excursions

### Risk Matrix

		Consequence				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen if known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

**Updated:** February 2023

**Due for review:** February 2025

**Persons responsible:** Wellington Caves Operations Coordinator

#	Risk	Description	Initial Risk Rating		Actions to Minimise Risk	Residual Risk Rating	
			Likelihood	Consequence		Likelihood	Consequence
1	Visitor Experience Centre (VEC) and Grassed Recreational Area						
1.1	Slips, trips and falls	Uneven surfaces in carpark	Unlikely	Minor	Regular inspections and maintenance of car park	Unlikely	Insignificant
1.2	Slips, trips and falls	Wet surfaces on floor of VEC	Possible	Minor	Cleaning to be completed prior to opening, "Caution, Wet Floor" signs to be used as needed	Unlikely	Insignificant
1.3	Damage to displays in Gallery	Damage to exhibition items in Ancient Landscapes Gallery through misadventure or wilful damage	Likely	Moderate	Children to be supervised by a responsible adult at all times whilst in Ancient Landscapes Gallery	Unlikely	Minor
1.4	Damage or theft of souvenirs	Damage or theft of souvenir products	Possible	Moderate	Children to be supervised by a responsible adult at all times whilst in the VEC	Unlikely	Minor
1.5	Slips, trips and falls	Inappropriate behaviour in grassed recreational area	Possible	Moderate	Children to be supervised by a responsible adult whilst playing in grassed recreational area	Unlikely	Minor
1.6	Burns from BBQ	Burns and injuries from hot surfaces of BBQ's	Possible	Moderate	Children to be supervised by a responsible adult whilst in vicinity of BBQs	Unlikely	Minor
1.7	Slips, trips and falls	Injuries from misadventure on Playground	Possible	Moderate	Children to be supervised by a responsible adult whilst playing on playground, regular safety inspections and maintenance to be carried out	Unlikely	Minor
2	Discovery Lab						
2.1	Damage or theft of display items	Damage or theft to exhibition items in Discovery Lab through misadventure or wilful damage	Possible	Moderate	Children to be supervised by a responsible adult whilst in the Discovery Lab. Staff member to remain with group at all times	Unlikely	Minor
2.2	Damage or theft of fossil material in excavation trays	Damage or theft of fossils in excavation trays through misadventure or wilful damage	Likely	Moderate	Children to be supervised by a responsible adult whilst in the Discovery Lab. Staff member to remain with group at all times. Staff member to ensure appropriate introduction to the activity and discuss appropriate handling of fossils	Unlikely	Minor
2.3	Cuts and abrasions	Injuries from Lab equipment eg tweezers from inappropriate use	Possible	Minor	Children to be supervised by a responsible adult. Staff member to discuss appropriate use of lab equipment	Unlikely	Minor
3	Cave Tour (Cathedral and Gaden Cave)						
3.1	Slips, trips and falls	Uneven ground on pathway to both cave entrances	Possible	Minor	All guests are to be supervised by a Caves team member. Daily inspections to be completed and maintenance undertaken as required	Unlikely	Minor

3.2	Slips, trips and falls	Open karst environment with cave entrances, rocky outcrops etc	Possible	Moderate	All guests are to be supervised by a Caves team member. Induction completed prior to the tour departing including instructions to stay on designated paths	Unlikely	Minor
3.3	Cuts, contusions and abrasions	Falling tree branches	Possible	Moderate	Daily inspections of the pathways are completed, tours may be suspended during periods of high winds or storm activity	Unlikely	Minor
3.4	Bites and stings	Interactions with wildlife including, but not limited to, snakes, lizards, kangaroos, spiders, bees and other insects	Likely	Moderate	All guests receive induction prior to tour commencing, including all regular medication including epi-pens must be carried on tour. Staff trained in first aid. Staff member to lead group to quickly identify an hazards in front of them	Unlikely	Minor
3.5	Exposure to heat and cold	Extreme weather temperatures in particular when entering and exiting the caves which stay at a constant 17-18 degrees year round	Possible	Minor	All guests receive an induction prior to tour commencing. Guide to ensure suitable clothing and accommodate for any requirements of guests	Unlikely	Insignificant
3.6	Burns	Bushfires and grass fires	Rare	Major	Staff to monitor extreme weather conditions and suspend tours as required. Total fire ban notices to be monitored and enforced	Rare	Moderate
3.7	Slips, trips and falls	Navigating stairs during cave tours (300 total stairs in Cathedral Cave and 240 stairs in Gaden Cave)	Likely	Moderate	All guests receive an induction prior to tour commencing, including caution is to be taken on stairs. No photography is permitted on staircases. Guide to ensure safe use of handrails and appropriate behaviour whilst walking up and down stairs	Possible	Minor
3.8	Slips, trips and falls	Uneven ground level in Gaden Cave between pathway and natural cave floor	Possible	Minor	Guide to identify hazards during tour and ensure safe usage of pathway	Unlikely	Minor
3.9	Cuts, contusions and abrasions	Bumped heads on low areas in the caves	Likely	Minor	Guide to identify hazards during tour and ensure safe passage through low lying areas. All guests are required to wear a hard hat whilst on tour	Unlikely	Insignificant
3.10	Slips, trips and falls	Impaired spatial awareness in a dark, low lit environment	Possible	Minor	Appropriate lighting fitted in the cave. Guide to carry torch during tour, guests advised they can bring their own tour if required	Unlikely	Minor

3.11	Slips, trips and falls	Uneven ground of the natural cave floor in Cathedral Cave	Possible	Minor	Guide to identify hazards during tour and ensure safe passage through uneven areas. Appropriate lighting fitted in the cave. Guide to carry torch during tour, guests advised they can bring their own tour if required	Unlikely	Minor
3.12	Falls, drowning	Falls into "The Well" in Cathedral Cave	Unlikely	Catastrophic	"The Well" has a mesh fencing barrier restricting access, all children to be supervised by either a responsible adult or Caves Guide whilst in this area	Rare	Minor
3.13	Airborne contaminants	High levels of Carbon Dioxide in Gaden Cave	Likely	Moderate	Daily inspections are complete prior to the commencement of tours. If levels exceed 5000ppm, Gaden Cave tours will be suspended until levels drop. If levels are between 3000 – 4999, additional checks must be completed throughout the day to ensure levels stay below 5000ppm	Unlikely	Insignificant
3.14	Falls	Low barriers in Gaden Cave	Unlikely	Major	All guests are supervised by trained Caves Guide. Guide is to ensure safe passage around areas with low barriers through constant supervision.	Unlikely	Minor
4	Caves Holiday Park (for accommodation guests only)						
4.1	Slips, trips and falls	Uneven surfaces between roads and grassed areas	Unlikely	Minor	Regular inspections to be undertaken and maintenance work completed as required	Unlikely	Insignificant
4.2	Blunt force trauma	Accidents between guests and motor vehicles	Unlikely	Major	Vehicle speed limits advertised, children to be supervised by a responsible adult whilst playing in grassed areas	Unlikely	Minor
4.3	Bites and stings	Interactions with wildlife including, but not limited to, snakes, lizards, kangaroos, spiders, bees and other insects	Likely	Moderate	All guests should bring any regular medication during excursion. Caves staff trained in first aid. All children to be supervised by a responsible adult whilst playing in grassed area. Wildlife is not to be approached	Unlikely	Minor
4.4	Cuts, contusions and abrasions	Use of kitchen utensils in rooms and camp kitchen	Unlikely	Minor	Utensils in rooms are limited to butter knives, spoons and forks, Children should be supervised at all times whilst in the Camp Kitchen	Unlikely	Insignificant
4.5	Cuts, contusions and abrasions	Falling tree branches	Possible	Moderate	Regular inspections of the camp grounds are completed, guests camping may be moved to an alternate site during storm activity	Unlikely	Minor

4.6	Burns	Campfire use	Possible	Moderate	Campfires are not to be lit during Total Fire Bans or during high risk periods. Children must be supervised by a responsible adult at all times when a campfire is lit	Unlikely	Minor
4.7	Drowning	Use of the swimming pool	Unlikely	Catastrophic	All children are to be supervised by a responsible adult when using the swimming pool. Pool gate is to remain closed at all times and pool rules advertised must be followed	Unlikely	Minor
4.8	Cuts, contusions and abrasions	Falls from top bunk bed in Golf View Suites 14 & 15	Possible	Minor	Children under the age of 9 years are not permitted to sleep on the top bunk.	Unlikely	Minor
4.9	Psychological injuries	Negative interactions with other Caravan Park guests	Rare	Minor	Children are to be supervised by a responsible adults whilst in the caravan park and communal areas such as swimming pool, camp kitchen and recreation room. Supervisors to report any incidents to Caves staff as soon as practicable	Rare	Insignificant
4.10	Burns	Use of ovens, BBQs and cooking equipment in camp kitchen	Possible	Moderate	Children are not permitted to using cooking equipment in the camp kitchen and must be supervised by a responsible adult at all times	Unlikely	Minor
4.11	Damage to equipment and furniture in Recreation Room	Damages to lounges, television, fixtures etc in Recreational Room	Possible	Moderate	Children are to be supervised whilst in the Recreation Room and any damages must be reported to Caves Staff	Unlikely	Minor