Harbour Trust Risk Assessment

Assessment of:	***School Excursions/Tours to Cockatoo Island***	*Assessed by:*	***Education and Engagement Program Officer and WHS Officer***	*Date:*	***22/07/2026***
Description of Event	Guided Tours of up to 30 students per group at Cockatoo Island. Tours conducted over 60-90 minutes. Teachers attend Tour and adhere to student:teacher ratios (i.e. 1:30).				

Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
Arrival/Depature - Cockatoo Island via Ferry	Injury to person(s) exiting the ferry services, e.g. falling down gap between ferry and water	5. Extreme	3. Possible	**High**	TransDev ferry operator implements it's own safety procedures for boarding and disembarking. Students follow directions of ferry crew. Teachers actively supervise students during boarding and disembarking. Students instructed not to push, run or crowd near the ferry edge. Students encouraged to use handrails where provided.	4. Major	1. Rare	**Medium**
	Slips, trips and falls on wet wharves, gangways and ferry ramps	5. Extreme	3. Possible	**High**	Students instructed to walk on wharves, gangways and ferry ramps. Students encouraged to use handrails where available. Students instructed not to push, run or crowd near the ferry edge. Appropriate enclosed footwear to be worn.	3. Moderate	1. Rare	**Low**
	Students may miss a tour if ferries are cancelled at short notice	2. Minor	3. Possible	**Medium**	Tour start time is delayed. Schools advised to monitor ferry disruptions before departure. Teacher advised to contact Education and Engagement Program Officer if running late on the day.	2. Minor	2. Unlikely	**Low**
	Students may be delayed in leaving the island or not be able to leave the island due to ferry cancellations	2. Minor	3. Possible	**Medium**	Harbour Trust Ranger/Security in contact with TransDev. Communication between Harbour Trust Guide and teacher to enable adjustments to tour to ensure students catch ferry. Ferry service checked prior to tour commencement.	2. Minor	2. Unlikely	**Low**

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	Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Injury from slip/trip from uneven surfaces - Abrasions, sprains, broken bones, cuts, muscular skeletal injuries	4. Major	3. Possible	**High**	Harbour Trust Guides to undertake a visual assessment of the tour route before and during the tour and avoid hazards where practicable. Harbour Trust Guides provide a safety briefing at the start of tour. Tour route is on designated pathways predominately on road, concrete or crushed gravel. Tours may be modified or rerouted where conditions are deemed unsafe. Additional care taken on stairs, sandstone surfaces and gravel pathways. Harbour Trust Rangers and Guides are First Aid trained and carry First Aid waist bag during tours. Harbour Trust Guide to have a radio and mobile phone to communicate with Rangers in an emergency. Any damaged surfaces creating trip hazards to be reported to the Harbour Trust and an exclusion zone established until it can be repaired. Students instructed to avoid distractions, such as mobile phone use, while walking. Students encouraged to use handrails where provided. Incidents and hazards are reported in accordance with Harbour Trust policies and procedures.	3. Moderate	2. Unlikely	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
Trip, Slip & Fall	A person may trip and fall due to lack of light and injure themselves	4. Major	3. Possible	**High**	Tours are conducted during daylight hours. Guides assess visibility before and during the tour and modify activities if visibility becomes unsafe, such as in the event of heavy fog. Students instructed to stay with the group and remain on designated pathways. Guides lead the group at a safe walking pace appropriate to lighting conditions. Guides to carry radio and mobile phone for emergency communication. Guides trained in First Aid and carry First Aid kit during tour. Emergency response procedures implemented if an injury occurs.	3. Moderate	1. Rare	**Low**
	Injuiry from falling from height due to climbing structures, walls or restricted areas resulting in serious injury	5. Extreme	3. Possible	**High**	Guides to give a safety briefing at the start of each tour, including not to climb on items. Students instructed to remain on designated pathways at all times and not to climb structures. Teachers to supervise student behaviour. Signage, barriers and garden bed barriers provided throughout site to limit access. Guides trained in First Aid and carry First Aid kit during tour. Guides to carry radio and mobile phones for emergency communication. Emergency response procedures implemented if an injury occurs.	4. Major	1. Rare	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Person(s) entering unauthorised areas (closed areas, construction sites)	4. Major	3. Possible	**High**	Guide provides a safety briefing at the start of the tour, including advising students not to pass fencing or crowd control barriers. Unauthorised areas to be secured by locks or temporary fencing and warning signage displayed at restricted areas. Guides to be aware of any closed areas and construction areas. Students are instructed to walk with/behind Guide at all times and remain on designated pathways. Teacher to monitor student behaviour and conduct regular headcounts. Tour routes are planned to avoid restricted and construction areas.	4. Major	1. Rare	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
Access to Unauthorised areas or person(s) leaving Tour Group	Person(s) wandering away from group, becomes separated from the tour group and is unable to be located	2. Minor	3. Possible	**Medium**	Teachers know how many students are in the group and conducts head counts. Teachers to supervise student behaviour throughout tour; recommended to have a teacher at the back of the group. Students are instructed to walk with/behind Guide at all times. Guide explains expected behaviour during the safety briefing. Prior to commencement of the tour, teachers to instruct students to go to a pre-determined meet point (recommended Visitor and Accommodation Centre) in the event the student is separated from the group. Teachers or students instructed to immediately notify a Guide if someone is missing. Teachers to carry emergency contact information for students. Lost student procedure followed in accordance with Harbour Trust emergency procedures. Guides to carry radio and mobile phones for emergency communication. Harbour Trust Rangers are contacted if student cannot be located.	2. Minor	2. Unlikely	**Low**

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	Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Person(s) entering Volunteer Workshops, resulting in potential injury from restricted work areas and equipment	4. Major	3. Possible	**High**	Guide to provide a safety briefing at the start of the tour, including do not pass fencing or crowd control barriers. Access to Volunteer Workshops is restricted to authorised personnel only. Workshops entrances are closed with crowd control barriers and 'Do not enter signage'. Workshop doors remain locked and closed when not in use. Students are instructed to walk with/behind Tour Guide at all times and remain on designated pathways. Teachers to supervise students throughout tour; recommended to have teacher at the back of the group.	4. Major	1. Rare	**Medium**

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	Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Exposure to heat resulting in heat exhaustion, heat stroke	4. Major	3. Possible	**High**	Guides to stop at drinking fountains for water breaks and maximise use of shade throughout tour. Tours conducted within a limited time frame (60 - 90 minutes). Guide has radio and mobile phone for emergency communication. Students wear appropriate sun protection (e.g. long sleeve shirt, hat, sunglasses) and wear sunscreen. Students encouraged to have a water bottle with them throughout the tour and to drink water regularly. Teachers identify students who may be more suspectible to heat-related illnesss. Education and Engagement Program Officer to liasise with organising teacher about tour modifications or postponing if extreme heat predicted. Guides monitor students for signs of heat stress throughout the tour. Tour pace adjusted to suit weather conditions. Harbour Trust Rangers and Guides are First Aid trained. Guide to contact Harbour Trust Rangers if heat stroke is suspected.	4. Major	1. Rare	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	A person may get injured or become unwell during inclement weather (Heavy Wind, hail storm, lightning strike)	5. Extreme	3. Possible	**High**	Education and Engagement Program Officer to monitor UBIMET to predict weather conditions. Education and Engagement Program Officer to liasise with organising teacher about tour modifications or postponing if dangerous or extreme weather is predicted. Students wear weather appropriate clothing (e.g. jackets, jumpers, raincoats, appropriate footwear etc.) Harbour Trust Emergency Response Plan and Cockatoo Island Severe Weather Procedure activated. Guides have radio and mobile phone to contact Rangers. Guides trained in First Aid and to carry First Aid kit during tour.	3. Moderate	2. Unlikely	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
Environmental	A person may slip/ fall in wet weather and injure themselves	5. Extreme	3. Possible	**High**	Harbour Trust Guides to give a safety briefing at start of tour. Students wear weather appropriate clothing (e.g. jackets, jumpers, raincoats, appropriate footwear etc.) Tour route is on designated pathways predominately on road, concrete or crushed gravel. Slippery areas avoided where practical. Tour routes may be adjusted following heavy rainfall. Walking pace reduced during wet conditions. Students instructed to use handrails where available. Teachers actively supervise students on stairs, ramps and sandstone surfaces. Guides to carry radio and mobile phones for emergency communication. Guides trained in First Aid and to carry a First Aid bag.	3. Moderate	2. Unlikely	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	A person may experience claustrophobia, anxiety or distress while entering enclosed or confined spaces (i.e. solitary cells)	3. Moderate	3. Possible	**Medium**	Students can choose whether to enter confined spaces and remain with a teacher outside space if preferred. One student enters the space and time spent in confined spaces kept to a minimum. Students may leave the confined space immediately if they become uncomfortable. Guide and teacher monitors students for signs of distress before, during and after entering confined spaces. Teachers to assist in the monitoring of the students and notify Guide of any potential discomfort entering areas during the tour. Guides have a radio and mobile phone to contact Rangers/Security. Guides maintain clear access to the exits at all times.	2. Minor	2. Unlikely	**Low**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Participant falls into open water resulting in drowning, hypothermia or death.	5. Extreme	3. Possible	**High**	Guide to provide a safety briefing at the start of the tour stating that no swimming or entry to water is allowed. Harbour Trust Rangers and Guides are First Aid trained. Guides carry a First Aid kit while on tour. AED available in the Volunteer workshop Industrial Precinct and Rangers office. Teachers to supervise students throughout tour and students instructed to remain with the group at all times. Students instructed not to sit, climb or play on wharf edges, barriers or seawalls. Tour activities are conducted away from unprotected water edges where practical. Guides have a a radio and mobile phone to communicate with Rangers in an emergency. Harbour Trust emergency procedures implemented immediately. Life saving equipment available at designated wharf locations where provided. Guides and teachers maintain visual supervision of students when a group is near water.	5. Extreme	1. Rare	**Medium**
	Damage to environment or structure	4. Major	3. Possible	**High**	Emergency management procedures implemented Tour rerouted Tours do not proceed to upper island when weather conditions exceed safe limits	3. Moderate	1. Rare	**Low**

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	Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	A guide is not able to manage the size of the tour group	4. Major	3. Possible	**High**	Guides trained to manage group numbers. Tour numbers limited to enable management of a crowd. Teachers required to attend and supervise student behaviour during tour. Teachers attend Tour and adhere to student:teacher ratios (i.e. 1:30). If the group becomes difficult to manage, the tour may be paused, modified or divided where practicable.	3. Moderate	1. Rare	**Low**
	Intoxication of a student	5. Extreme	3. Possible	**High**	Schools are advised that alcohol and prohibited substances are not permitted on Cockatoo Island. Teachers to monitor students for possession and consumption of alcohol. Teachers to implement school protocols in relation to intoxicated students. Any suspected intoxication is to be immediately reported to the teacher or guide. School behaviour management procedures are to be followed. Harbour Trust staff contact Ranger or emergency services if the student's condition presents a medical emergency. The Guide ceases or modifies the tour if participant safety becomes compromised.	3. Moderate	1. Rare	**Low**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Weapons brought onto Cockatoo Island	5. Extreme	3. Possible	**High**	Schools are advised that weapons and prohibited items are not permitted on Cockatoo Island. Teachers to monitor students for possession of weapons. Teachers to implement school protocols in relation to possession of weapons by students in accordance with school policies. Guides immediately notify their supervisor and Rangers if a weapon is identified. NSW Police are notified where required. The tour is stopped and students moved to a safe location is there is an immediate threat. Emergency procedures are implemented in accordance with Harbour Trust emergency management plans.	4. Major	1. Rare	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
Behavioural or Actions of the Public	Drug possession/ drug use on Cockatoo Island	5. Extreme	3. Possible	**High**	Schools are advised that illegal drugs and prohibited substances are not permitted on Cockatoo Island. Teachers monitor students for possession of drugs and/or use of drugs. Teachers to implement school protocols in relation to drug possession/drug use. Any suspected dug possession is to immediately reported to the Teacher or Guide. Emergency services to be contacted where required. The tour is stopped and students moved to a safe location is there is an immediate threat. Emergency procedures are implemented in accordance with Harbour Trust emergency management plans.	4. Major	1. Rare	**Medium**
	Antisocial behaviour including graffiti, bullying	4. Major	3. Possible	**High**	Teacher monitors students for antisocial behaviour. Teachers to implement school protocols in relation to antisocial behaviour. Teachers to actively supervise students and manage behaviour in accordance with school policies. Harbour Trust Rangers & Security available on site if required. Incidents are reported in accordance with Harbour Trust incident reporting procedure.	3. Moderate	1. Rare	**Low**

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	Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Disruptive or aggressive person(s)	4. Major	3. Possible	**High**	Guides to carry a a radio and mobile phone to communicate with Ranger/Security if necessary. Harbour Trust Emergency procedures activated if there is a threat to participant safety. NSW Police are contacted if there is an immediate threat or criminal behaviour.	4. Major	1. Rare	**Medium**
	Children potentially exposed to indecent behaviour - Psychological, physical, social & emotional abuse or trauma.	4. Major	3. Possible	**High**	All Harbour Trust Guides, Rangers and Guides maintain a current Working with Chldren Check (WWCC) and adhere to Harbour Trust Child Safety Policy. Students supervised by teachers at all times and reminded they have duty of care. Harbour Trust Rangers patrolling the island frequently. NSW Police are contacted if there is an immediate threat or criminal behaviour. Guides carry a mobile phone and radio to contact Harbour Trust Rangers if needed.	4. Major	1. Rare	**Medium**
	Child protection	5. Extreme	3. Possible	**High**	All Harbour Trust Guides, Rangers and Guides maintain a current Working with Chldren Check (WWCC) and adhere to Harbour Trust Child Safety Policy. Students supervised by teachers at all times and reminded they have duty of care. Harbour Trust Rangers and Security patrolling the island frequently. Guides carry a mobile phone and radio to contact Harbour Trust Rangers if needed.	4. Major	1. Rare	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
Biological	Problems with seagulls diving at students during nesting season causing panic and possible injury - Seagulls causing multiple injuries to students and panic throughout the group.	3. Moderate	3. Possible	**Medium**	Tours diverted away from known nesting areas where practicable during nesting season. Guides and teachers to instruct students not to feed the seagulls. Seagull patrol dog to complete regular visits to reduce impact of seagulls on the wider sites. If aggresive bird behaviours occurs, the group is calmy relocated to a safer area. Rangers are notified of aggressive nesting activity and regular monitoring is undertaken. Guides trained in First Aid and carry a First Aid kid during a tour.	2. Minor	2. Unlikely	**Low**
	Bitten by Spider or insect	5. Extreme	3. Possible	**High**	Tour Guide and Harbour Trust Rangers & Security trained in First Aid. Guides to carry First Aid waist bag during tour. Notify Guide of any potential medical occurrences. Students to be instructed not to touch or disurb wildlife, insects, webs and vegetation. Teachers carry and administer student medications in accordance with school procedures. Students to wear appropriate clothing and footwear. Guides to carry radio and mobile phone for emergency communication. First Aid room available with provisions for insect bites. Emergency services are to contacted immediately if a serious allergic reaction occurs.	4. Major	1. Rare	**Medium**

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		C	L	R		C	L	R
	Bitten by Snakes	5. Extreme	3. Possible	**High**	Tour guide, Rangers & Security trained in First Aid and guides to carry first aid waist bag during tour. Students instructed not to approach, handle or provoke wildlife. Teachers to assist in the monitoring of the students and notify guide of any potential medical occurrences. AED and first aid kits available. Tour takes place on designated path and regular mowing of long grass is undertaken. Guides carry radio and mobile phone for emergency communication with Rangers. Emergency services contacted immediately if a snake bite occurs and First Aid applied. First aid room with provisions for snake bites.	5. Extreme	1. Rare	**Medium**
Vehicles	Vehicles and machinery moving around the Island - person(s) struck by moving vehicle.	5. Extreme	3. Possible	**High**	Guides provide a safety briefing advising students that the site is operational with moving vehicles and machinery. Buggy users & vehicle operators are inducted for the safety of public movement. Buggies are speed limited, and use headlights and flashing lights when moving. Students are instructed to stay with the group at all times and use designated pathways. Emergency procedures are implemented immediately if an incident occurs.	4. Major	1. Rare	**Medium**

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	Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	A person may become unwell (health acrophobia, anxiety etc) and require first aid	5. Extreme	3. Possible	**High**	Tour guide, Rangers & Security trained in First Aid and guides to carry First Aid waist bags on tour. Teachers notify Guide immediately if a student becomes unwell. Teachers have duty of care of their students. AED and first aid kits available. Rest areas and shaded locations available where required. Guides to carry radio and mobile phone for emergency communication. First aid room available. Tours may be modified or paused while medical assistance is provided. Emergency services are contacted immediately if a participant's condition deteriorates.	4. Major	1. Rare	**Medium**
	Bomb threats, violence, terrorism, chemical spill, lockdown or workplace events - Risk of affecting life safety of occupants in premises and adjacent premises.	5. Extreme	3. Possible	**High**	Harbour Trust Rangers trained in emergency response procedures. Harbour Trust Emergency Management Plans and emergency procedures are in place and reglarly reviewed.	3. Moderate	1. Rare	**Low**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
gency Occurs (medical or	Allergies, illnesses & ailments - Anaphylaxis or allergic reactions - exposure to pollen, animal (e.g. bee) or dust that triggers allergic reaction	5. Extreme	3. Possible	**High**	Teachers to ensure students and school First Aid kits have additional medications, including EpiPens. Harbour Trust Rangers & Guides are First Aid trained and have additional EpiPens within First Aid room Students instructed not to eat during a tour and discouraged from touching vegetation or disturbing wildlife. Student or teacher administers medication where required in accordance with school procedures. Guide carries mobile phone and radio to contact Harbour Trust Rangers in instance of an emergency.	4. Major	1. Rare	**Medium**

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Description of Hazard		Inherent Risk Rating			Controls	Residual Risk Rating		
		C	L	R		C	L	R
	Asthma attack	5. Extreme	3. Possible	**High**	Teachers advise Guides of students with known medical conditions, physical limitations or access requirements before a tour commences. Teachers to ensure students and school First Aid kits have additional medications, including asthma puffers. Harbour Trust Rangers & Guides are First Aid trained and have additional asthma puffers and spacers within First Aid office. Guides to carry radio and mobile phone for emergency communication. First aid room available. Tours may be modified or paused while medical assistance is provided. Implementation of emergency response plan as required. Teacher or student administers asthma medication in accordance with school procedures and emergency plans.	4. Major	1. Rare	**Medium**
Operation of Tours in proximity to Events		4. Major	3. Possible	**High**	Guide to give a safety briefing at the start of the tour, including do not pass fencing or crowd control barriers. Event organisers to prevent unauthorised areas to be secured by locks or temporary fencing. Tour Guides to be aware of any closed areas due to the occurence of an events. Teachers conduct head counts throughout the tour and monitor student behaviour. Students are instructed to walk with/behind tour guide at all times.	2. Minor	1. Rare	**Low**

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Description of Hazard	Inherent Risk Rating			Controls	Residual Risk Rating		
	C	L	R		C	L	R
Operation of Tours in proximity to Construction works	5. Extreme	3. Possible	**High**	Guide to give a safety briefing at the start of the tour, including do not pass fencing or crowd control barriers. Unauthorised areas to be secured by locks or temporary fencing. Tour Guides to be aware of any closed areas and any construction areas. Teacher conducts head counts throughout the tour. Students are instructed to walk with/behind tour guide at all times. Harbour Trust Rangers to notify Tour Guides of any unsafe areas throughout the island at the start of the tour. Tours rerouted or modified to avoid active construction zones.	3. Moderate	1. Rare	**Low**