

Work Health and Safety Risk assessment plan

School/workplace	Warrumbungle National Park Environmental Education Centre			Condition, task, activity or event	Field work WNP - off track
Principal/workplace manager	Wes Leedham				
Assessed by	Kellie Hughes WHSA	Date	19-12-2026	Location	Warrumbungle National Park Environmental Education Centre
Approved by	Wes Leedham	Date	19-12-2026	Review date	
WHS Risk Register update		Date		Prepared in consultation with	WNPEEC staff WHSA – K.Hughes

Common Hazard Factsheets ([linked](#))

- [Allergens](#)
- [Extreme Cold](#)
- [Extreme Heat](#)
- [Footwear](#)
- [Slips, trips and falls](#)
- [Sun Safety](#)



Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Emergency response – various	Visiting students and staff unaware of emergency response or location as not within school site and different process to their school / site	6	Staff have emergency numbers in their mobile phones Staff to always carry mobile phones WNPEEC office or NPWS visitors centre to be first point of contact unless after 4pm where alternate contacts will be advised at time of activity Safe walking booklet made available to visiting staff WNPEEC staff trained in senior and/or remote first aid. WNPEEC assess tracks prior to visit and activity WNPEEC supplies portable first aid kits in field	2	WNPEEC staff	Prior to activity During activity Post activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			EMP located in portable first aid kits for easy reference				
Soil testing – chemical	Injury, illness or incident as a result of inhalation, aspiration, absorption or consumption of chemicals within test kits	4	Students and staff given thorough instructions of safe use SDS kept available with test kits for referral prior to use PPE including gloves and goggles available for students	2	WNPEEC staff Visiting staff	Prior to and during activity	
Bushwalking on and off track	Injury, illness or incident as a result of tree / limb falling, sticks, spiky bushes on paths / tracks	8	WNPEEC to walk tracks prior to students and assess for any problematic limbs or branches / tress of concern. Alternate path to be utilised if areas of concern identified. Extra care taken during periods of high wind activity with consideration of rescheduling or relocating activity. Students informed of track conditions and advised to wear appropriate clothing including long pants, long sleeved shirts and enclosed footwear.	2	WNPEEC staff	Prior and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Bushwalking on and off track	Slips trips and falls resulting from sticks, rocks and uneven ground	8	WNPEEC walk tracks prior to students and remove any trip hazards, identify any areas of concern or higher risk Students and visiting staff advised prior to walk of track conditions and any areas of concern Students and staff to wear appropriate footwear, enclosed with decent level of grip	2	WNPEEC staff Staff and students	Prior to and during activity Prior to activity	
Snakes and other venomous wildlife	Injury, illness or death resulting from snake bite	12	Students informed of track conditions and advised to wear appropriate clothing including long pants, long sleeved shirts and enclosed footwear. Students briefed on how to react / what to do if snake sighted. Snake bite bandages in portable first aid kits and available with staff attending. Staff keeping eye out for snakes along walk Appropriate communication in place	3			

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			between walking groups discussed prior to activity				
Students wandering off/getting lost.	Minor to serious injuries such as sprains, strains, concussion, fractures, superficial abrasions.	6	Brief students on important safety information for extended walks. Check with relevant authorities about current walking/camping restrictions, fire bans, etc. Students have appropriate clothing and equipment that is in good working order. Adequate drinking water and food supplies are readily available. Students are instructed to not climb trees. Students are instructed to check for ticks and other parasites regularly. Appropriate communication systems are in place	3	WNPEEC Staff and visiting teaching staff	Arranged, assessed and checks complete d prior to activity. Students debriefed prior to and on day of activity.	
Exposure to tick habitats. Direct contact with ticks Delayed detection of tick bites	Allergic reactions, localized skin reactions or transmission of tick-borne illnesses. Increased risk of severe allergic reactions or chronic illnesses due to delayed treatment.	12	Educate students about tick habitats and avoidance techniques: - ticks may attach to your clothing or body as you brush past bushes or	3	WNPEEC Staff and visiting teaching staff		

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Improper tick removal.	Increased risk of infection or incomplete removal, leading to further complications.		- overhanging branches. - dress appropriately to avoid tick bites. Wear a hat, long-sleeved shirt and long pants tucked into socks. Light coloured clothes are better as it is easier to see ticks crawling. - use an insect repellent containing DEET (diethyltoluamide). Spray hats and clothes to increase protection. - Brush off clothing and thoroughly check pets before entering the house. - undertake a TICK CHECK paying particular attention to behind the ears, scalp, groin, armpits and back of knees. Tick freezing agent / tick removal kit readily available in first aid kits.				
Unexpected medical emergency or emergency event.	Possible sprains, stains, concussion, fractures, superficial abrasions,	8	The group leaders have a card detailing procedures to follow in emergencies and contact numbers.	3	WNPEEC Staff and visiting	Prior to and	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	exposure to sun, dehydration, heat exhaustion, heat stroke. Anaphylaxis, allergies and other health conditions.		All party members are instructed on how to put these procedures into practice. Staff have first aid training appropriate to the proposed activity (i.e., snake bite injury, fractures), location and any student disabilities. All accompanying teachers must have recognised current training in emergency care, such as the St John Ambulance Emergency Care Module or the Senior First Aid Course. Group Leaders are competent in Leaders Wilderness First Aid (or similar) where medical aid may take several hours or longer to reach a casualty For all walks, trip details (including numbers and names of the party) have been provided to NAME who has been told to contact the principal as well as the police if the party has not returned, or a message has not been received, five (5) hours after the party is due. In the case of an afternoon or similar short outing, a two (2) hour follow-up has been established.		teaching staff	during excursion.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Staff trained in first aid, CPR, emergency care, anaphylaxis and emergency response procedures. Ensure staff and students are aware of emergency response procedures. Identify students with known medical conditions and ensure appropriate medication/treatment is available (EpiPens, asthma puffers etc.). Adequate portable First Aid Kits are taken and contains a general use EpiPen. ASCIA plans and other emergency response plans for students are available to staff. Emergency contact details for all staff and students. Ensure effective communication systems are in place. Students briefed to drink plenty of water and drink breaks in place. Students are instructed to carry personal food and water. Should an injury occur involving bleeding these				

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			procedures should be followed: • All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly. • Participants who are bleeding must have the wound dressed and securely covered. • Any blood covered body area (and surface area where appropriate), must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity. Where possible, ice should be available for the treatment of injuries.				
Supervision of activity does not meet sporting or excursion guidelines.	Serious injury or death, lost staff or student.	6	Teacher to student ratios, guidance on Sport and Physical Activity in Schools, based on risk assessment WNPEEC staff member is an experienced bushwalker with current knowledge of the proposed route including the grading of the walk On assessment of the participant's age, fitness,	3	WNPEEC Staff and visiting teaching staff	Prior to and on the day of activity.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			experience, maturity, the terrain distance from advanced medical support and the experience of the adult supervisors, the adult supervisor to student ratio will be 1:15 <u>Requirements for All Sport and Physical Activity - Bushwalking</u>). For short walks, the instructor/teacher in charge must have experience in supervising students in the specific environment. Where an adult other than a teacher accompanies the group to provide instruction or to assist with supervision, a teacher must still take overall responsibility and assume duty of care for students. For all bushwalks, a minimum of two adult supervisors must accompany students. Where male and female students participate, the principal should attempt to have both a male and female adult accompany the group. Buddy system during walk. Brief students and staff on procedure if separated from a group.				

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			Parties should not be split except in emergency situations or when teaching of a particular skill requires it. Walking pace should be restricted to that of the slowest member of the party. A leader should be with students at the front of the party, whilst a strong walker should remain at the rear of large parties to provide supervision and support for slower walkers. The leader must make regular checks on group numbers and ensure contact between all supervising adults is maintained. Staff provided with emergency contact details. Students are briefed beforehand on nature conservation issues and the need to protect all flora and fauna, minimal impact on the environment and principle of "Leave No Trace". Students are briefed on the actions to be followed in the event of bushfire, flood, storm and lightning and serious injury to a walker.				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Exposure to sun	Injury or illness resulting from prolonged exposure to sun and or heat	12	When UV Index levels reach 3 and above, sun protection must be used to prevent illness and injury. Monitoring department communications and Bureau of Meteorology UV warning service. Participants provided with regular access to SPF 30+ sunscreen. Participants use appropriate PPE when exposed to sun such as hats, clothing and sunglasses. Providing adequate shade at all times, both natural and built Ensuring outdoor activities are scheduled outside the peak UV radiation times	3			
Exposure to extreme weather conditions - bushfire, wind, rain, storms, severe heat or cold.	Injured, illness or death resulting from exposure to extreme conditions	3	A separate Bushfire Emergency Plan and Field Emergency Plan are in place. Weather assessment prior - modify program if required.	2	WNPEEC WNPEEC WNPEEC	Prior Prior During Prior	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Regular review of track conditions Review monitoring of predicted weather and conditions prior to departure and during activity. If extreme conditions predicted, consider postponing activity, alternate activity or location offered or cancelling activity. Field emergency plan, first aid kit and mobile phones carried by all EEC staff. Participants are advised to wear suitable attire for conditions expected. Participants to carry water bottles and snacks provided if appropriate.		Visiting teachers WNPEEC Visiting teachers	During Prior During	

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

		CONSEQUENCE (Severity)				
LIKELIHOOD (Probability)		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: - Director Educational Leadership for review - Health, Safety & Staff Wellbeing Directorate for review	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
			Legal as required.	

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your [Work Health Safety Advisor](#) for support and advice or contact the Incident Report and Support Hotline on 1800 811 523.