NSW Department of Education

Work Health and Safety

Risk assessment plan

School/workplace	Warrumbungle National Park Environmental Education Centre			Condition, task, activity or event	Stage 6 EES Hazards
Principal/workplace manager	Wes Leedham				
Assessed by		Date		Location	Warrumbungle National Park Environmental Education Centre
Approved by	Wes Leedham	Date		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

PD-2013-0454-04-02v01.0.0 | If this is a printed document, refer to the department's Policy Library for the most recent version.

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?
Vehicle accident to and from the activity	Injury, incident or death resulting from traffic or vehicular accident.	6	If vehicle driven and supplied by school a copy of registration papers, insurance and drivers licence has been sited and recorded appropriately in SAP. Vehicle has been inspected prior to use and driver is fit to drive vehicle, follows road rules, licenced and not under the influence of drugs/alcohol, driver familiar with road and conditions and takes rest breaks as appropriate and agreed. If vehicle is hired to external agency, procurement processes have been followed, licenced company used with appropriate checks	3	Principal Driver	Prior and during	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			and insurances in place. Vehicle supplied is roadworthy and any concerns raised with driver / company prior to departure.				
Participants becoming separated from the group due to poor navigation or inclement weather	Injury or illness as a result of becoming separated or lost	12	Manage student movement to avoid contact with general public. Appropriate ratios of teacher to students. (1:15) EEC teacher to lead, school teacher at back of group. EEC staff trained in wilderness survival and have knowledge of trails and tracks throughout EEC. Relevant staff at school and vehicle drivers notified of schedules and return times. Spare food carried by all. Water is carried by all persons and at most times water sources within Warrumbungle NP are clean, safe and plentiful. Buddy system in place for participants	4	WNPEEC	During	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Group becoming lost due to navigation error or inclement weather	Injury or illness as a result of becoming separated or lost	12	EEC teacher to lead, school teacher at back of group. EEC staff trained in wilderness survival and have knowledge of trails and tracks throughout EEC. Relevant staff at school and vehicle drivers notified of schedules and return times. Spare food carried by all. Water is carried by all persons and at most times water sources within Warrumbungle NP are clean, safe and plentiful	4	WNPEEC	During	
Allergens and anaphylaxis	Exposure to allergens including but not limited to flora and fauna resulting in allergic reaction or anaphylaxis.	12	Staff (and other students where necessary) to be aware of all medical requirements. Participants advised of adequate clothing to be worn during activity prior to activity. All visiting students and adults are provided with Bushman Insect Repellent to help repel ticks. Staff trained in first aid.	4	EEC staff Staff Students	Prior to and during excursion / activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			First aid kit with appropriate number of EpiPen's provided. EEC staff trained in remote first aid survival skills				
Exposure to sun and outdoor elements	Illness, sun stroke, sunburn and dehydration resulting from prolonged exposure to sun and or heat, insufficient supplies or insufficient access to drinking water	8	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. Staff to always find adequate shade, both natural and built Ensuring outdoor activities are scheduled outside the peak UV radiation times All students to carry a 1 litre water bottle. Students to refill regularly and	2			

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			briefed on procedures during camp.				
Slips trips and falls resulting in injuries such as cuts, bruises, fractures, dislocations, head injury and/or other musculoskeletal damage.	Traversing on uneven or slippery surfaces around venue, including paved and unpaved paths. Footwear that is unsuitable for bushwalking. Steep inclines or declines on paths without availability of handrails or guardrails Outdoor areas with loose gravel or debris that could cause tripping Reduced visibility due to obstructed sightlines or shadows falling on paths Falls while disembarking from vehicle Students projecting objects	12	Students educated on safe walking practices prior to movement. Students to follow teachers instructions Lift feet higher than normal on rough terrain, single file where necessary to increase visibility of uneven surfaces. Teacher at front and rear of line and participants spaced evenly to ensure adequate visibility. Student movement away from roads monitored. EEC staff to lead walks to assess track conditions and suitability, visiting school teacher at back of group / line. EEC staff regularly walking tracks with groups increasing familiarity of tracks and terrain conditions.	6	School and WNPEEC staff Students	Prior to and when required during the day	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			EEC staff carry mobile phones and First Aid Kits. Obstructions on paths removed where applicable and suitable Alternate paths considered if access is obstructed or path damaged and reported via venue hazard reporting procedures Participants instructed to bring and wear suitable footwear around venue EEC staff to offer assistance or alternate paths when possible, on steep inclines and declines Activity postponed if visibility poor or unsuitable Regular review of track conditions Students instructed against projecting objects				
Exposure to extreme weather conditions - bushfire, wind, rain, storms,	Injury, illness or death resulting from exposure to extreme conditions such as hypothermia	9	Weather assessment conducted prior by EEC staff - modify program if required. Regular review of track conditions	4	WNPEEC WNPEEC	Prior Prior	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
severe heat or cold.			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. Care to be taken when crossing swollen creeks or do not cross if too dangerous. Group to seek shelter in storms. Mobile phone/ landline to contact emergency services if evacuation is needed. Students bring the recommended clothing and bedding. Keep spare clothes and bedding in a bag when not in use.		WNPEEC Visiting teachers WNPEEC Visiting teachers	During Prior During Prior During	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Insufficient hygiene practices	Illness resulting from poor or insufficient hygiene practices	9	Students provided with appropriate personal hygiene instructions and facilities available. Students provided with safe food storage and preparation instructions. Designated toilet areas provided when at camp. Hand sanitiser and access to soap and water provided to students for handwashing.	4	Students and staff	Before and during the camp	
Falling limbs / trees around activity locations and campgrounds	Injury, incident or death from falling limbs,	10	Students educated about the dangers of falling limbs. Look up and be aware of your environment. WNPEEC staff inspect trees regularly for signs of damage / weakness around camp grounds and school Staff leading activities inspect trees ahead of group	8	All staff and students	Prior and during the excursion	
Shared areas with vehicle access	Injury or incident resulting from vehicle collision with pedestrian	8	Vehicles travel very slowly as per speed limits in place.	3	Students and staff	During the excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Activities kept away from roads. Adequate supervision of students at all times. Students educated on road safety and expectations whilst at camp.				
Poor student behaviour resulting in injury, illness or incident	Student separated from the group Student disruptive and not following directions	6	Disruptive students to be managed by staff from visiting school and removed from activity if behaviours place participants at risk Students with known behavioural issues have appropriate plans including Student Behaviour Plans and Student Tailored Risk Management Plans, and details shared with EEC if appropriate. Appropriate ratios of teacher to students. (1:15) EEC teacher to lead, teacher from visiting school at back of group. EEC staff made aware of medical/welfare issues prior.	2	Visiting teachers WNPEEC WNPEEC WNPEEC Visiting teachers	During During During Prior Prior During	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Student Health Conditions	Medical episode Misadministration of medication Lost / misplaced / stolen medications	9	All student medication is to be managed, stored and administered by classroom teacher. Visiting school to advise EEC staff of health conditions prior to visit and share relevant Emergency Response Plans	4	Visiting school teacher	During excursion	
Inland waterways	Drowning resulting injury or death	15	Water depth limited to knee deep. Students given explicit instruction and teachers on constant supervision and behaviour management. Water safety guidelines as set by School Sport Unit are checked and followed	6	Students and staff EEC staff and visiting school staff	During the excursion Prior to activity Prior to excursion	
Injury or incident during investigations: Fuel load investigation	Burns and scalds Bushfire	12	Students give explicit instruction and teachers on constant supervision and behaviour management. Students and staff provided PPE (glasses, gloves and to wear enclosed shoes), contingency safety and 1st aid within proximity.	6	Students and staff	Evening activities During activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Investigation will not go ahead unless conditions are ideal. Water supplies available and NPWS notified of investigation.				

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.