

Work Health and Safety

Risk assessment plan

School/workplace	Warrumbungle National Park Environmental Education Centre			Condition, task, activity or event	Wicking Garden Program
Principal/workplace manager	Wes Leedham				
Assessed by	Kellie Hughes -WHS A	Date		Location	Warrumbungle National Park Environmental Education Centre
Approved by	Wes Leedham	Date		Review date	
WHS Risk Register update		Date		Prepared in consultation with	Warrumbungle National Park Environmental Education Centre Staff

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?
Environment – plants, compost and soils	Injury or illness resulting from ingestion, or inhalation of microbes, organic matter and dust Infection and other possible soil borne diseases	12	Some of the plants may be irritating to skin (gloves to be worn) or may be harmful or toxic if eaten or have been sprayed with chemicals. Educate participants of harmful plants and possible effects. When tasting garden produce, all produce and hands should be washed with potable water before eating. Do not plant potentially poisonous plants (e.g. daffodils) in edible beds. Label any potentially poisonous plants e.g. rhubarb. Instruct students not to eat anything without checking with a staff member. Hands are thoroughly washed at the end of each session and prior to eating food / drinking.	6	All staff and students	During the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Gloves worn when working with the soil. Bags of compost or potting media should be Australian standard certified and opened with the head away from the opening as far as practically possible. Moisten dry compost/potting media before using where possible. Avoid storing compost/potting media in greenhouses or other warm places. Avoid using dry, loose or old compost and digging/ raking soil in dry and windy conditions and use PPE such a face masks when unavoidable or risk present.				
	Injury, illness or death from allergic reaction or anaphylaxis.	9	Anaphylaxis and allergy procedures for schools and curriculum management followed Epi-pens and emergency contact details kept in kitchen area and visiting school staff made aware of location. Insects such as spiders are natural inhabitants of the	3			

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			garden and generally pose low risk unless provoked. Students educated to leave insects be and inform staff if danger present. List provided of students allergic to specific insects / insect bites. Staff to inspect gardens prior to use to look for any nesting creatures and determine appropriate actions including postposing activity or variation of activity. Participants made aware to look out for nesting creatures and if a nest is discovered to step away and inform staff immediately				
Environment – trees and branches	Object fall from height	3	Inspect area prior to activity for signs of weakness or falling branches and consider alternative work area during high winds.	2			
Minor plant and equipment such as hand tools (e.g. hand trowels, shovels, hand drill, saw, kanga etc)	Injury, illness or incident due to: Faulty equipment, incorrect use, indirect tool contact Noise exposure	8	Inspection of tools prior to use Appropriate instruction and training of tools given to participants prior to use	4	All staff and students	During the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Active supervision during activity to ensure correct and appropriate use of tools. Wear appropriate PPE such as safety glasses, earmuffs, dust masks. Supervising staff and participants reminded to remain alert to their surroundings SOPs provided and reviewed prior to use.				
Extreme weather conditions	Injury or illness resulting from exposure to extreme weather conditions. Sunburn Heat stroke Wind-blown particles	12	Participants wear suitable clothing for conditions SPF 30+ sunscreen provided at regular sunscreen breaks Participants have access to drinking water and reminded to take regular water breaks During periods of high sun exposure and extreme heat rotate tasks to shaded areas Postponing or variation of activities in extreme weather conditions such as high wind, storms, extreme heat or extreme cold.	4	All staff and students	During the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Chemicals	Injury or illness resulting from exposure to chemicals including injection or inhalation, skin or eye contact and the like.	6	No chemicals are used in activity. Sites are advised not to use chemicals in garden area. If site chooses to use chemicals, site is to make staff aware of product used and time of last application prior to activity to make suitable assessment. Any chemicals used at site are not applied while participants are present, and appropriate time period between application and use. Food should always be washed before consumption and hands always washed after being in the garden.	3	All staff and students	During the incursion	
General garden environment	Slips, trips and falls resulting in injury or illness	6	Students actively supervised and instructed to walk in the garden. All access routes must be kept clear of materials and debris. All spills and wet areas to be cleaned up or notified about.	3	All staff and students	During the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Use of Vehicle and trailer	Student/ staff or community member injured by vehicle or trailer	6	Always tow trailers in School/ community grounds by having an additional DoE Staff observer making sure all students/ staff/ community are safe. 10km speed limit enforced within school grounds Trailer and vehicle to be satisfactorily secured to prevent trailer falling causing harm. Pinch and cutting points of the trailer communicated to all working on or near the trailer.	3			
Equipment stored in school car/trailer	Spillage of material in car Non-secure equipment and materials falling within car	6	Materials stored securely and correctly with containers and bags sealed. If tools and equipment cannot be secured then ensure that all tools are lying as low as possible.	3	WNPEEC staff	Before/during and after the incursion	
Manual handling	Injuries of illness such as strains and sprains resulting from poor lifting of heavy materials	6	People are not to lift heavy objects alone or to overfill wheelbarrows where in use. Safe handling techniques reviewed and used.	3	All staff and students	During the incursion	

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 - Legal as required.	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.

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.