NSW Department of Education

Work Health and Safety

Risk assessment plan

School/workplace	Warrumbungle National Park Environmental Education Centre			Condition, task, activity or event	TEDDY BEARS' PICNIC Description of excursion: Activities at and around the EEC finishing with a walk along the Nature Trail and picnic at Canyon picnic area.
Principal/workplace manager	Wes Leedham				
Assessed by	Kellie Hughes - WHSA	Date		Location	WNP Nature trail and the EEC.
Approved by	Wes Leedham	Date		Review date	
WHS Risk Register update		Date		Prepared in consultation with	Warrumbungle National Park Environmental Education Centre Staff

Hazard Fact Sheets:

- Extreme Heat
- Extreme Cold
- Allergens
- 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?
Participants becoming separated from the group	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.	4	WNPEEC	During	
Extreme weather conditions - bushfire, wind, rain, storms, severe heat or cold.	Injury, illness or incident resulting from exposure	12	A separate Bushfire Emergency Plan and Field Emergency Plan are in place. Weather assessment prior - modify program or postpone if required Varying programs utilising shady and cool outdoor facilities during extreme heat	3	WNPEEC	Prior	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Providing and encouraging students and staff to drink water every 15–20 minutes Wearing sunscreen, hat, sunglasses, long sleeves, and stay in shaded areas if you have to be outside during extreme heat. Recommending appropriate clothing for employees and students, such as dressing in warm layers during extreme cold. Providing information and instruction for employees on recognising the signs and symptoms of cold and heat related illnesses and injuries				
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	2	Visiting teacher	Prior	
Slips trips and falls resulting in injuries such as cuts, bruises, fractures, dislocations, head	Traversing on uneven or slippery surfaces around venue, including paved and unpaved paths.	9	Regular review of track conditions. Manage student movement. Field emergency plan, first aid kit and mobile phones carried by all EEC staff.	6	WNPEEC	During	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
injury and/or other musculoskeletal damage.	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 educated on safe walking practices prior to movement. 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. 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				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			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				
Allergens	Allergic or anaphylactic reaction to animals and plants	9	WHS Induction for staff, contractors and visitors Risk managed approach to determine number of general use auto injectors relevant to site and activities conducted Visiting school to advise EEC staff of participants attending with anaphylaxis prior to visit and share relevant Emergency Response Plans	6			
Contact with dangerous animals such as snakes, ants and spiders.	Injury or illness resulting from bites, scratches or exposure to animal waste	9	Students are appropriately clothed for the excursion. Stay on track. Long grass is cut back around EEC where appropriate action plan is ready should a snakebite occur	6	Visiting teacher WNPEEC	Prior During	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Educating participants around procedures if they encounter a snake Providing insecticide sprays such as Bushman's to participants				
Sunburn and dehydration	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. Adequate shade provided both natural and built Ensuring outdoor activities are scheduled outside the peak UV radiation times Regular water breaks provided and drinking water	3	WNPEEC	Prior During	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Vehicle collision with pedestrian	Injury or illness resulting from vehicle collision with pedestrian.	9	Adequate supervision of students around public access roads at all times. Students educated on road safety. Visiting school staff and students made aware of shared public access to roads around EEC centre and national Park areas.	3			

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.