

Work Health and Safety Risk assessment plan

School/workplace	Wooglemai Environmental Education Centre			Condition, task, activity or event	Student Transport
Principal/workplace manager	Luke Willcocks				
Assessed by	Karen Dalli	Date	14.05.2025	Location	Wooglemai Environmental Education Centre
Approved by	Luke Willcocks	Date	14.05.2025	Review date	14.05.2026
WHS Risk Register update	N/A	Date		Prepared in consultation with	Karen Dalli with WHS Advisor Julie Benney. Transferred from old template to new template.



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?
To Wooglemai from visiting school (return)	Medical condition of participants eg anaphylaxis, asthma etc.	9	Asthma or other specific medication to be carried by participants/teacher. First aid kit including Epipens carried on bus	6	Wooglemai and visiting staff	Ongoing	14.05.2025
	Over excitement of students.	8	Clear explanation of appropriate behaviour (stay seated, no part of body out of window).	4	Wooglemai and visiting staff	Ongoing	14.05.2025
	Sudden braking required	9	Seatbelts mandatory and checked before start of journey.	4	Wooglemai and visiting staff	Ongoing	14.05.2025

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Overcrowding.	6	Limit passengers to or below maximum seating capacity.	1	Wooglemai and visiting staff	Ongoing	14.05.2025
	Inappropriate behaviour in an unfamiliar environment	8	Enforce adult supervision requirement (driver plus teacher). Limit distance for pick-ups.	2	Wooglemai and visiting staff	Ongoing	14.05.2025
	Vehicle breakdown.	6	Carry mobile phone. Regular maintenance as per schedule	1	Wooglemai and visiting staff	Ongoing	14.05.2025
	Minor equipment failure.	6	Regular inspection between scheduled maintenance (oil, water). Rectify any issues immediately. Don't use whilst issues remain unresolved.	2	Wooglemai and visiting staff	Ongoing	14.05.2025

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Weather influencing driving conditions	9	Eliminate use of minibus in adverse weather conditions (hail, storm, high winds). Drive to the conditions (experienced drivers only).	4	Wooglemai staff	Ongoing	14.05.2025
	Road conditions contributing to breakdown or accident.	6	Eliminate use on inappropriate surfaces.	2	Wooglemai staff	Ongoing	14.05.2025

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.

		CONSEQUENCE (Severity)				
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.