NSW Department of Education

Work Health and Safety

Risk assessment plan & Management plan

School/workplace	Illawarra Environmental Education Centre			Condition, task, activity or event	Allergen Exposure / Anaphylaxis RA
Principal/workplace manager	Nicole Bodel				
Assessed by	Steve Leake	Date		Location	Various
Approved by	Nicole Bodel	Date		Review date	Feb 2027
WHS Risk Register update		Date		Prepared in consultation with	Illawarra EEC Teachers WHS Representative

NOTE:

- This risk assessment plan has been provided by Illawarra EEC as a sample to assist teachers in their risk management planning for excursions run by Illawarra EEC.
- Each visiting school has the responsibility to complete their own risk assessment.
- This risk assessment plan can be used as a guide or if you feel the procedures within this sample are suitable you may add them to your own risk assessment to be submitted for signing off.
- If you require any changes or would like to discuss this further please contact the centre.

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?
Food allergy IEEC / All excursion locations: Catering	IEEC and visiting schools occasionally provides a BBQ lunch and/or other food as part of the IEEC's programs, possibly containing allergy trigger food such as nuts, milk and other food additives	3	• IEEC staff communicates with all visiting schools that have a booking with IEEC and requests detailed medical information regarding Anaphylaxis and Allergies. • IEEC does not use or produce any trigger food such as nuts and fish or shellfish • When food is prepared on site, food labels are checked. • Prevent cross-contamination during handling, preparation and serving of food.	3	IEEC supervising staff and visiting teaching staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			• IEEC staff trained in Anaphylaxis E-care • The IEEC teaching staff carry first aid kits with a general use EpiPen, additional EpiPens are located in the Ute and in the IEEC Killalea office				
Food allergy IEEC / All locations: Sharing lunches	Students on excursions visiting IEEC may share their lunch with a student with allergies which contains allergy triggers	4	• Students each lunch in a supervised area. • Communicate with teachers and all students from visiting schools regarding students not sharing lunches.	3	IEEC and visiting teaching Staff	Prior to excursion During excursion	
Insect bite / sting allergies IEEC – All locations	Bites/stings from insects	3	• IEEC staff communicate with all visiting schools that have a booking with IEEC to request detailed medical information regarding Anaphylaxis and Allergies. • Students asked to wear appropriate clothing when outdoors including protective shoes and clothing.	2	IEEC and visiting teaching staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			• Lawn around IEEC mowed • Removal of wasp nests / bee hive on IEEC site • IEEC staff trained in Anaphylaxis E-care • The IEEC teaching staff carry first aid kits with a general use EpiPen, additional EpiPens are located in the Ute and in the IEEC Killalea office				
Medication allergies IEEC / All locations	Students ingesting or inhaling other students medication brought without the knowledge of school or IEEC staff	3	• Visiting schools provide a list of students that have anaphylaxis, allergies or other medical conditions and any students requiring medication for the Principal and teaching staff. • All visiting schools are responsible for their students medication • IEEC staff trained in Anaphylaxis E-care • The IEEC teaching staff carry first aid kits with a general use EpiPen, additional EpiPens are	3	IEEC staff and visiting school staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			located in the Ute and in the IEEC Killalea office				
Latex allergies IEEC / All locations	Hazards can include a range of latex based products such as latex gloves, balloons, swimming caps and goggles	3	• IEEC staff communicates with all visiting schools that has a booking with IEEC to request detailed medical information regarding Anaphylaxis and Allergies. • Provide protective gloves that are made of non-latex material • Check before using balloons. • IEEC staff trained in Anaphylaxis E-care • The IEEC teaching staff carry first aid kits with a general use EpiPen, additional EpiPens are located in the Ute and in the IEEC Killalea office	3	IEEC and visiting school staff	Prior to excursion During excursion	
Animals IEEC / All locations	Students and staff visiting IEEC may have allergies to animals	3	• IEEC staff communicates with all visiting schools that has a booking with IEEC to request detailed medical	3	IEEC and visiting school staff		

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			information regarding Anaphylaxis and Allergies. ● Use safe practices to lower the risks such as supervising strict hygiene rules and thorough washing of hands. ● IEEC staff trained in Anaphylaxis E-care ● The IEEC teaching staff carry first aid kits with a general use EpiPen, additional EpiPens are located in the Ute and in the IEEC Killalea office.				

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.