NSW Department of Education

Work Health and Safety

Risk assessment plan

School/workplace	Illawarra Environmental Education Centre			Condition, task, activity or event	Moona Moona Creek Fieldwork
Principal/workplace manager	Nicole Bodel				
Assessed by		Date		Location	Moona Moona Creek - Huskisson
Approved by		Date		Review date	Feb 2027
WHS Risk Register update		Date		Prepared in consultation with	Illawarra EEC Teachers WHS Representative

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?
Road Safety	Collision between vehicle and students	2	• Pedestrian crossings and footpaths utilized whenever available • Position supervisors on roads when crossing • Teacher provides direct supervision during road crossing • Car Parks and roads predominantly fenced off • Busses directed to safe pick-up/drop-off sites • IEEC staff act as Traffic Warden during parent pickup and drop-off • Hi-Vis vest for IEEC staff and visiting teachers	2	IEEC and visiting school staff	Prior to excursion During excursion	
Walking between guided activities and lessons	Falling or tripping due to uneven ground. Separation from group	3	• Whenever appropriate, walking on established paths and trails • Warn students of risk of tripping when at site with uneven ground/trip hazards • Visual site inspection complete prior to	3	IEEC 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
			excursion. Any hazards noted and avoided. ● ● IEEC staff and visiting teachers communicate to establish known group size and conduct head counts when necessary ● IEEC staff and visiting teachers coordinate supervision of group whilst moving between locations (eg IEEC teacher leads, visiting teacher follows rear of group)				
Exposure to elements	Heatstroke Hypothermia Dehydration	1	● Weather forecast examined by IEEC staff in leadup to excursion, and relevant factors (eg heat, rain or cold) communicated to visiting staff ● If weather deemed unsuitable, efforts are made to reschedule excursion. ● If the decision is made to continue, IEEC to advise school in regards to recommended attire ● Needs of the students always prioritised during the planning and delivery of an excursion,	1	IEEC 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
			with appropriate opportunities drink and seek shade during heat events, and seek shelter during cold/wet weather events • All IEEC staff carry appropriate first aid (including snake bandage and EPI pen) throughout excursion				
Stranger danger	Verbal / Physical Abuse Abduction	2	• Constant, vigilant supervision maintained by IEEC and visiting school staff • Supervision of students during toileting at public toilets • Selection of a 'base' site for recess and lunch separate from major public use areas	1	IEEC and visiting school staff	Prior to excursion During excursion	
Tree branch hazard	Injury from falling sticks / branches	3	• Tree tagging and arborist evaluation contracted by KSP - hazards annually examined and removed • Wind forecast examined and used to inform site selection - eg, choice of open/shrubby vegetation during strong wind events	2	IEEC staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			• Visual site inspection complete prior to excursion. Any hazards noted and avoided.. • All IEEC staff carry appropriate first aid (including snake bandage and EPI pen) throughout excursion				
Extreme weather events (storm, bushfire etc)	Lightning Strike Bushfire	2	• Weather forecast examined by IEEC staff in leadup to excursion, and relevant factors (eg storm or bushfire risk) communicated to visiting staff • If weather deemed unsuitable, efforts are made to reschedule excursion. • If thunderstorms are forecast, IEEC staff to regularly review BOM rain radar to monitor possible storm activity • If a storm is deemed to be approaching, students moved to most appropriate shelter, eg picnic shelter or school busses • During Catastrophic fire conditions, Blackbutt Reserve is closed	2	IEEC staff	Prior to excursion	
Dangerous plants / animals	Stings / thorns from certain plants (eg stinging	3	• Areas of weed infestation avoided, and wherever possible	3	IEEC staff and visiting	Prior to excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	nettle/thistle) Bites / stings from insects Bites/stings from other dangerous animals (eg snakes, blue-ring octopus, blue-bottle)		travel conducted upon established paths and trails. ● Visiting staff to communicate known allergens of students to IEEC ● Exposure to potentially harmful insects minimised, eg, avoiding clover when seating students, regular mowing by SHCC to minimise tick exposure, avoidance of areas of known concentrations ● Ticks to be managed in-line with recommended DoE procedures with consultation with visiting staff and, if appropriate, parent/caregiver of student ● Whenever appropriate, IEEC staff to lead groups and introduce potential hazards appropriate to the environment or conditions ● Avoid any grounded bats (possible viral vector) and warn students to avoid bats on or near ground at flying fox colony		teachers	During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			• All IEEC staff carry appropriate first aid (including snake bandage and EPI pen) throughout excursion				
River	Falling into water and drowning Bites and stings from marine creatures Risk of oyster cuts	3	• Tide, swell and wind conditions evaluated before each day's excursion and activities canceled or modified if deemed unsuitable • Constant, vigilant supervision maintained by IEEC and visiting school staff • Clear boundaries are established and maintained by IEEC staff • Potential hazards (eg - ID of oysters) and mitigation strategies (eg - avoidance of oysters and footwear) communicated by IEEC staff to students • Visual site inspection complete prior to excursion. Any hazards noted and avoided.	3	IEEC staff and visiting teachers	Prior to excursion During excursion	
Rock platform activities	Falling into water and drowning Bites and stings from marine creatures	3	• Tide, swell and wind conditions evaluated before each day's excursion and activities canceled or modified if deemed unsuitable	3	IEEC staff and visiting teachers	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Slips, trips and falls		• Constant, vigilant supervision maintained by IEEC and visiting school staff • Clear boundaries are established and maintained by IEEC staff • Potential hazards (eg - ID of bluebottles) and mitigation strategies (eg - avoidance of on-shore bluebottles) communicated by IEEC staff to students • Visual site inspection complete prior to excursion. Any hazards noted and avoided.				

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.