NSW Department of Education

Work Health and Safety

Risk assessment plan

School/workplace	WARRUMBUNGLE NATIONAL PARK ENVIRONMENTAL EDUCATION CENTRE			Condition, task, activity or event	KOALAS AND OTHERS: A SCHOOL YARD AND COMMUNITY BIODIVERSITY PROJECT
Principal/workplace manager	WES LEEDHAM				
Assessed by	WHSA K.Hughes	Date	21-08-2025	Location	Various DoE schools
Approved by	WES LEEDHAM	Date	06-08-2025	Review date	06-08-2026
WHS Risk Register update		Date		Prepared in consultation with	Narelle Pfeiffer and Carl Holmesby

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?
Driving to and from the school/ location	• Vehicle accident	20	• Vehicle registered and roadworthy, driver licensed, driver not under influence of drugs/alcohol, adherence to speed limits, driver familiarity with road and conditions • Auxiliary trailer properly connected, loaded and restrained • 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.	5	All WNPEEC staff	During travel to and from school/ venue	
Vehicle movement in school grounds	• Pedestrian accident from vehicle • Damage to grounds, Infrastructure or vegetation	20	• Seek clarification of best access to site for safety of all people and infrastructure • Have a pilot through the school that provides clear communication to all pedestrians and driver of vehicle. • Vehicle Lights and hazards on.	6	All staff and students	During the incursion	
Lifting heavy material	• Injuries and strains	15	• People are not to lift heavy objects alone or to overfill wheelbarrows where in use.	3	All staff and students	Pre, during and post the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Walking around the school and incursion location	• Slips, trips, falls • Falling limbs, trees/branches falling on students	8	• Students adequately supervised and instructed where to walk • All access routes must be kept clear of materials and tools. • Students are told about the dangers of falling limbs. Staff to inspect limbs on tree troff tree prior to students having access. Avoid trees that look unstable.	2	All staff and students	During the incursion	
Being outside - Weather exposure	• Sunburn • Heat stroke • Wind-blown particles • Bees, wasps and insects	12	• Wear suitable clothing and sunscreen. Drink adequate fluid and rotate tasks to shade areas • Consider changing activities in extreme weather situations • Be aware of any person who is allergic to specific insects. Look out for nesting creatures and if a nest is discovered make it aware to participants.	3	All staff and students	During the incursion	
Injuries due to assembly and maintenance	• Injury - Cut - Blister - Knock to body - crushing Damage to personal clothing	12	• Wear appropriate footwear and clothing. Follow teachers instructions. Students are reminded to stay at a safe distance and safe use of tools under close supervision. Staff have been trained in first aid. First aid kit available.Staff competent in safe use of tools and delivery for students. • Tools used are considered low risk • TreeTroff only serviced by adequate experienced DoE Staff - shown by WNPEEC Staff.	3	All staff and students	During the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			• Minimal of two safety devices installed to prevent TreeTroff instability. These twice a year will be observed to see that they are in good condition and replaced otherwise. • Products such as paints and lubricants are low risk.				
Injuries due to TreeTroff Post assembly and not WNPEEC maintenance	• Injury - Cut - Blister - Knock to body - Fall - crushing	9	• WNPEEC clearly states to schools where the TreeTroff is installed to make this infrastructure out of bounds. No climbing, no tampering and reporting anybody (staff/students) who touches or plays on it. • The two safety devices installed to prevent TreeTroff instability are to be inspected weekly by school GA/ Staff. Any issues of damage, wear and tear, or questionable safety is to be reported to the school's principal ASAP and then to WNPEEC staff immediately.	3	TreeTroff School responsibility All staff and students	Post incursion	
Injuries due to removing/ placement of TreeTroff camera stand	• Injury - Cut - Blister - Knock to body - Fall - Damage to personal clothing	9	• TreeTroff camera stand to be only removed by adequately experienced DoE Staff - shown by WNPEEC Staff. • Wear appropriate footwear and clothing. Follow teachers instructions. Students are reminded to stay at a safe distance and safe use of tools under close supervision. • Camera pole checked for easy removal and placement • Camera box secured to prevent camera or mount coming loose	3	All staff and students	During the incursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
During incursion	Poor student behaviour physical or mental	6	• Disruptive students to be managed by visiting school's teachers.	3	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.