

# Risk assessment plan

School/workplace	WNPEEC			Condition, task, activity or event	<b>eSTEM - energy and renewable energies</b>
Principal/workplace manager	Wes Leedham				
Assessed by	Serena Fiegert	Date	6/2/2026	Location	Incursion
Approved by	Wes Leedham	Date	9/2/2026	Review date	2026
WHS Risk Register update		Date	9/2/2026	Prepared in consultation with	Wes Leedham

Common Hazard Factsheets *(linked)*

- [Allergens](#)
- [Extreme Cold](#)
- [Extreme Heat](#)
- [Footwear](#)
- [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?
Use of low-voltage electrical components	Minor electric shock, misuse of components	Medium	<ul style="list-style-type: none"> <li>• Use only low-voltage STELR kits</li> <li>• Teacher demonstration prior to activity</li> <li>• Clear safety rules explained to students</li> <li>• No connection to mains power</li> </ul>	Low	Classroom Teacher and WNPEEC staff	Prior to lesson	
Incorrect assembly of circuits	Components overheating or damage	Medium	<ul style="list-style-type: none"> <li>• Provide clear instructions and diagrams</li> <li>• Teacher supervision at all times</li> <li>• Students work in pairs/small groups</li> </ul>	low	Classroom Teacher and WNPEEC staff	During lesson	
Loose wires and small components	Trip hazard or choking risk	Low	<ul style="list-style-type: none"> <li>• Inspect kits for damage before use</li> <li>• No sharp tools permitted</li> <li>• Students instructed to handle components carefully</li> </ul>	Low	Classroom Teacher and WNPEEC staff	During lesson	
Sharp edges on components or tools	Minor cuts or scratches	Low	<ul style="list-style-type: none"> <li>• Inspect kits for damage before use</li> <li>• No sharp tools permitted</li> </ul>	Low	Classroom Teacher and WNPEEC staff	Prior to lesson	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> <li>• Students instructed to handle components carefully</li> </ul>				
Outdoor sun exposure	Sunburn, heat stress, dehydration	Medium	<ul style="list-style-type: none"> <li>• Schedule outdoor work for cooler parts of the day</li> <li>• Hats encouraged and sunscreen provided</li> <li>• Regular water breaks</li> <li>• Shade used where possible</li> </ul>	Low	Classroom Teacher and WNPEEC staff	During lesson	
Glare from solar panels	Eye discomfort or temporary vision impairment	Medium	<ul style="list-style-type: none"> <li>• Instruct students not to look directly at reflective surfaces</li> <li>• Position panels to minimise glare</li> <li>• Teacher monitors correct use</li> </ul>	Low	Classroom Teacher and WNPEEC staff	During lesson	
Hot weather conditions	Fatigue, reduced concentration	Medium	<ul style="list-style-type: none"> <li>• Modify or cease outdoor activity in extreme heat</li> <li>• Move activities indoors if required</li> <li>• Monitor students for signs of heat stress</li> </ul>	Low	Classroom Teacher and WNPEEC staff	Prior to & during lesson	
Student behaviour (misuse of equipment)	Injury to self or others and equipment.	Medium	<ul style="list-style-type: none"> <li>• Clear behaviour expectations set</li> <li>• Immediate correction of unsafe behaviour</li> <li>• Remove equipment if misused</li> </ul>	Low	Classroom Teacher and WNPEEC staff	During lesson	
Damaged or faulty equipment	Equipment failure, minor injury	Medium	<ul style="list-style-type: none"> <li>• Pre-use equipment check</li> <li>• Remove damaged kits from use</li> <li>• Report faults according to school procedures</li> </ul>	Low	Classroom Teacher and WNPEEC staff	Prior to lesson	

## Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

LIKELIHOOD (Probability)		CONSEQUENCE (Severity)				
		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	<b>DO NOT PROCEED</b> 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: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>
Extreme 15+	Unacceptable	<b>STOP IMMEDIATELY</b> 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: <ul style="list-style-type: none"> <li>Director Educational Leadership for review</li> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>

## 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.