

Work Health and Safety

Risk assessment plan & Management plan

School/workplace	Illawarra Environmental Education Centre			Condition, task, activity or event	Paddling Watersports
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?
Flat-water Paddling	Injury to self or others Immersion and drowning	2	- Activity guided by appropriate NSW DoE 'Sport in Schools' guidelines - Appropriate instructor/guide training attained by IEEC Staff - IEEC staff provide clear instruction on group responsibilities and safety systems - Clear instruction on paddling technique (paddlers 'box', shoulder rotation etc) - Clear instruction on what to do in case of capsize - Keep within defined areas - Must wear PFD at all times near water - Vigilant supervision by IEEC staff at all times	2	IEEC supervising staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			• IEEC staff to be equipped with a tow line and whistle • All IEEC paddling supervisors continue to update and upskill their training				
Impact / Striking	Collisions with other craft Hit by paddle	2	• Boundaries are clearly defined in briefing Operations of other users (swimmers, boaters etc) at the site are identified before entering water • Participants are asked to not deliberately crash into other canoes • Participants are not allowed to swim around canoes (except in emergencies) • Group management to allow safe passage of other craft • Vigilant supervision by IEEC staff throughout the session	2	IEEC supervising staff	Prior to excursion During excursion	
Equipment	Improperly maintained / damaged equipment leading to injury or unsafe conditions Fingers caught in moving equipment	3	• PFD's regularly inspected and destroyed if found to be faulty • Kayaks, SUP's and canoes regularly inspected and repaired as required	3	IEEC staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Paddles regularly inspected and repaired as required				
Exposure to elements	Heatstroke Hypothermia Dehydration	5	- 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, with appropriate opportunities drink and seek shade during heat events, and seek shelter during cold/wet weather events	5	IEEC staff	Prior to excursion During excursion	
Extreme weather events – Storm,	Lightning Strike Strong Wind creating hazardous conditions	4	Weather forecast examined by IEEC staff in leadup to excursion, and relevant factors (eg storm or wind event)	4	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
			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 off the water to the most appropriate shelter				
Fatigue	Overexertion and exhaustion	5	● Participants 12yo and younger are limited to paddling close to shore ● Extended trips require demonstration of paddling skills and coordination ● Tow lines are carried by IEEC staff ● Proper handling of canoes demonstrated for those handling canoes ● Appropriate numbers of people to be used when handling canoes ● IEEC Staff to assist when handling canoes (pulling canoes up, rescues etc.)	5	IEEC Staff	Prior to excursion During excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Dangerous marine animals	Bites/stings from insects	3	- Visiting staff to communicate known allergens of students to IEEC - Exposure to potentially harmful insects minimised, eg, avoiding clover when seating students - Whenever appropriate, IEEC staff to lead groups and introduce potential hazards appropriate to the environment or conditions - Students to be notified about the risk of oyster cuts, and whenever appropriate wear suitable footwear - Monitor Dorsal Watch app on Shark Alert Updates. Assess water quality after heavy rains and runoff (turbid the water is)	3	IEEC staff and visiting teachers	Prior to excursion During excursion	
	Bites/stings from other dangerous animals (eg snakes, blue-ring octopus, blue-bottle) Oyster cuts Sharks/stingrays	1		1			

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.