

SAFETY Risk Assessment and Management Plan



Name of workplace:

Warrumbungle National Park EEC

Workplace
manager:

Wes Leedham

Activity, event or task:

WNP Field Work - off track

Date of activity:

Covid 19 General Risk Assessment

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Emergency response planning	Evacuation. Lock Down. Accidents and other incidents.	Staff have emergency numbers in their mobile phones. Staff always carry mobile phones. WNPEEC office or NPWS Visitors Centre to be the first point of contact unless after 4pm. Safe Walking Booklet made available to all visiting staff. WNPEEC staff trained in senior first aid and some in remote area first aid. WNPEEC assesses tracks prior to visit. WNPEEC supplies portable first aid kits with In FIELD Emergency Management Plan inside	6	Regularly update and amend when necessary.	6	WNPEEC	prior and post activity.
Chem tests for soil.	Poisoning due to inhalation or eating	Students and staff given instruction on use. MSDS for chems used in kits available. Gloves and goggles available for students to wear.	4	Regularly update and amend when necessary.		staff and students	during

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Walking through the bush off track and on-track.	tree and limb fall, sticks and spiky bushes creating injury, trips and falls from sticks and uneven ground.	Students have to wear hard hats in areas of higher risk until trees fully recover from 2013 bushfires. Extra care taken in times of high winds.	3	Regularly update and amend when necessary.		staff and students	during
		Students are informed to wear long pants and long sleeves, hats & sturdy footwear.	3				
		Students informed to wear long pants and long sleeves and hats. All visiting students and adults are provided with Bushman Insect Repellent to help repel ticks. Students told they must carry water. Revise snake bite procedures with students.	3				
		mandatory for students to wear sturdy shoes and told of hazards and need for caution.	5				
Snakes, ticks, sunburn, potential for dehydration				Regularly update and amend when necessary.		WNPEEC staff, visiting staff & students	during
Uneven or steep ground.							prior
Extreme weather		Modify or cancel if necessary. Weatherzone referred to on the morning of day of excursion. Excursion coordinators mobile phone numbers provided for early contact if cancellation was necessary.					

Relevant information attached: Yes ☐ No ☐

You should report, monitor and review:

Prepared by:

Wes Leedham

Position:

Principal

Plan review date:

8/3/26

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Sign off Authority: Position: Contact no.: Signature:

Prepared in consultation with:

Name	Signature	Date

Communicate to - *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

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Sign-off authority - *Based on highest residual risk*

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

Likelihood criteria

Consequence criteria

Qualitative criteria <i>Hazard is:</i>	Description
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed