

Work Health and Safety
Risk assessment plan

School/workplace	Illawarra Environmental Education Centre			Condition, task, activity or event	Teddy Bear's Picnic
Principal/workplace manager	Nicole Bodel				
Assessed by		Date		Location	Various Greenfield's Beach Mt Keira Girl Guide Camp
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?
Walking to and from transport	Accident involving a vehicle getting on & off bus, crossing road or car pickup / drop of	3	- Students supervised during drop off / pick up - Supervisor to student ratio is 1:15. Constant, active and diligent supervision by all staff. Defined boundaries and rules communicated in the initial briefing. - Keep to footpaths and use crossings where available. Position supervisors on roads when crossing. - Buses/parents directed to the safest drop off and pick locations. - Ensure staff are aware of Emergency Response Procedures.	3	IEEC staff and visiting school staff	Prior to excursion Ongoing during excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			- Staff have a mobile phone to call 000 in the case of an emergency, or to call IEEC office 4237 6100 - IEEC staff trained in first aid and carry first aid kit with EpiPen				
Diet and food during excursions, including eating out at different venues	Student allergies to certain food products. Bacterial infection after toileting.	3	- Ensure participation of students with known allergies has been communicated to all staff and implement appropriate risk controls. - Visiting schools are required to notify IEEC of students with known medical / special needs at the time of completing the booking confirmation. - It is the responsibility of visiting schools to bring students health care plans and medications / epipens on all excursions. - A trained IEEC staff member is available to provide appropriate	3	IEEC staff and visiting school staff	Prior to excursion Ongoing during excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			first aid if required(e.g. EpiPen for student with anaphylaxis) • EpiPen and first aid kit are available • Teachers remind students of appropriate hygiene/ washing of hands. • Ensure staff are aware of Emergency Response Procedures. • Staff have a mobile phone to call 000 in the case of an emergency, or to call IEEC office 4237 6100. • IEEC staff trained in first aid and carry first aid kit with EpiPen • Ensure information of students with known allergies has been communicated to all staff and volunteers.				
Bushwalking and guided activities in the Greenfields Beach, bush, parklands, rock platform and creek	Falling into water, freak waves /drowning. Falling or tripping on paths, walkways, tree roots or rocks due to uneven ground	3	• Students supervised and kept on trails. • Students are to remain in sight at all times and remain between teachers Supervisor to	2	IEEC staff and visiting school staff	Prior to excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	surfaces, cliffs/lacerations and abrasions. Broken limbs		student ratio is 1:15. Constant, active and diligent supervision by all staff. Defined boundaries and rules communicated in the initial briefing. - Teachers notify IEEC staff of all students with medical conditions and special needs. - IEEC staff trained in rescue & emergency procedures in first aid, carry first aid kit, Ventolin and EpiPen. - Teachers request students to wear enclosed, non-slip footwear suitable for walking. - Visual site inspection complete prior to excursion. Any hazards noted and avoided. - Ensure staff are aware of emergency			Ongoing during excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			response Procedures. - Staff have a mobile phone to call 000 in the case of an emergency or to call IEEC office 4237 6100. - IEEC staff members are trained to provide appropriate first aid, carry first aid kit and Epipen.				
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 - Ensure staff are aware of emergency response Procedures. - Employ a buddy	1	IEEC staff and visiting school staff	Prior to excursion Ongoing during excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			toileting system				
Tree Branch Hazard	Injury from falling sticks / branches	3	• Wind forecast examined and used to inform site selection - eg, choice of open / shrubby vegetation during strong wind events • Visual site inspection complete prior to excursion. Any hazards noted and avoided.	2	IEEC staff	Prior to excursion Ongoing during excursion	
Extreme weather events – Storm, bushfire	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	1	IEEC staff	Prior to excursion Ongoing during excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			most appropriate shelter, eg Picnic shelters, school busses • In event of a fire, students led to the beach to shelter in place, or until instructed to evacuate via relevant authorities, ensuring there is safe vehicle access out of the reserve				
Dangerous plants / animals	Stings / thorns from certain plants (eg stinging nettle / thistle) Bites / stings from insects Bites / stings from other dangerous animals (eg snakes, blue-ring octopus, blue-bottle)	3	• Areas of weed infestation avoided, and wherever possible 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. • Whenever appropriate, IEEC staff lead groups and introduce potential	2	IEEC staff and visiting teachers	Prior to excursion Ongoing during excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			hazards appropriate to the environment or conditions.				
Cliff edges, bridges and uneven ground	Falling causing injury	3	• Major lookouts appropriately fenced and signposted. • Students guided away from hazardous unfenced cliffs, drops and uneven edges. • When walking across any bridges or near cliffs, drops or on uneven ground students are warned of potential trip hazards and encouraged to walk in an organised formation under supervision. • Constant supervision from IEEC and visiting teacher staff. • Whenever appropriate, walking on established paths and trails. • Visual site inspection complete prior to excursion. Any hazards noted and avoided.	3	IEEC staff and visiting teachers	Prior to excursion During excursion	

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.