NSW Department of Education

Work Health and Safety

Risk assessment plan

School/workplace	Warrumbungle National Park Environmental Education Centre			Condition, task, activity or event	Camp kitchen & fire pit
Principal/workplace manager	Wes Leedham				
Assessed by	Kellie Hughes - WHSA	Date	Dec 2024	Location	Warrumbungle National Park Environmental Education Centre
Approved by	Wes Leedham	Date	05/03/2026	Review date	05/03/2027
WHS Risk Register update		Date		Prepared in consultation with	Warrumbungle National Park Environmental Education Centre Staff

Hazard Factsheets

Electrical

Food Safety

Sharp Objects

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?
Slips, trips and falls	Injury or illness resulting from untidy work area or slippery floors from spilled foods.	9	Work area is kept tidy. Food items stored appropriately. Equipment leaks reported to EEC staff. Staff or visitors using kitchen have access to equipment to clean up spillages and leave pavement clean. Good lighting in kitchen space. No electrical cables on the pavement. Remind staff and visitors about cleaning of spillages on pavement at time of induction. Ensure suitable footwear is used by staff when using the kitchen.	6	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Hot water, hot surfaces including BBQ and gas cooker	Injury due to scalding or contact with heating elements / flame	9	Staff and visitors briefed on safety in the kitchen space. Visiting staff to supervise use of sink, BBQ and gas cooker. Appropriate protective equipment supplied to handle hot food items.	6	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	
Knives and sharp objects	Injury, incident or death resulting from contact with knives and sharp objects	9	Knives stored securely in lockable cabinets and not accessible unless under supervision. Count in and count out system for sharps used by students. Active supervision of students. First aid kit available at kitchen site. Knives to be sharpened and regularly maintained by trained and competent EEC staff.	6	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	
Food handling	Injury or illness due to: Cross contamination of foods in kitchen space. Expired food causing food poisoning. Poor personal hygiene causing cross contamination of food. Food spoilage due to no refrigeration	9	Foods stored as per food safety guidelines to reduce risk of contamination. - Uncooked raw meat to be stored in separate esky. - Cured meat to be stored in sealed containers - Fruit and vegetables at top of esky.	6	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Poorly prepared food		- Check expiry dates of all food including bottled, tinned or processed Follow NSW Food Authority guidance applicable to the situation. When receiving food from supplier check all food meets hygiene standards and is clearly labelled. Wash hands regularly with soap and water before, during and after food prep. Food grade gloves available in kitchen and used. Where possible staff or visitors to use food utensils such as tongs to serve food, avoiding cross contamination of different foods. When food is being served students are not to self-serve. Service will be provided with correct food handling equipment being used by designated staff member. Individual plates, cups, cutlery to be supplied by all attendees. Remind staff about food storage practices to reduce risk of cross contamination. Visiting schools to be briefed on kitchen hygiene standards prior to using kitchen.				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Adequate soap and hand washing facilities provided at kitchen. Tea towels supplied but used in limited capacity to reduce risk of cross contamination. All food surfaces and floors to be cleaned using food grade disinfectant at end of service ready for next use with regular inspection and control measures to prevent pests that could contaminate food Visiting school groups to bring own food, esky and ice. Regular workplace inspections including kitchen learning spaces Staff and visitors trained in first aid. Staff or adult visitors only permitted to handle hot food items and serve hot food to students. Ensure visiting staff have a first aid person in attendance and explain where first aid kit is in kitchen. Ensure thorough cooking to eliminate harmful bacteria. Remove any food that is expired, spoiled, contaminated, or unfit for consumption from the premises				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Replace any food that is potentially hazardous with a safer alternative. For example, allergens such as nuts, gluten, eggs. Temperature controls including regular monitoring and maintenance of proper temperatures during storage, preparation. Follow Food Safety Standards and Infection Control policies and procedures.				
Allergens	Illness or death resulting from anaphylactic reaction	9	Anaphylaxis and allergy procedures for schools and curriculum management followed Clear labelling of allergens in food products. Separate storage and preparation areas for allergen-containing ingredients. Epi-pens and emergency contact details kept in kitchen area and visiting school staff made aware of location.	6			
Gas appliances and storage tanks	Injury, illness or death resulting from escape of gas	9	Gas appliance is checked and cleaned after each use. Suitable flame failure device fitted on cook top. Equipment is regularly maintained and serviced by AMU	3	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Kitchen area is open air reducing likelihood of trapped gases.				
Electrical	Injury, illness or death resulting from electric shock	9	Site inspection of electrical cords completed by DoE through the electric testing program. Staff know where the fuse box is and how to switch off electricity in an emergency. Staff trained to check equipment and report any defective plugs or discoloured sockets or damaged cables on equipment. Hazard reporting process in place and staff aware of procedure. Electrical equipment securely and appropriately stored in dry conditions Double adaptors not permitted for use in DoE environments. Electrical equipment used according to manufacturer instructions for the purpose/s it was intended Safe operating procedures are displayed where applicable. Switch off appliances and unplug in the event of heavy rain.. Removing damaged electrical equipment from use and out	6	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			of service tags clearly displayed.				
Fire pit & wood supply	Injury, illness or death as a result from: Burns, smoke inhalation, Injury from splitting wood	12	No fires allowed in national park during bushfire season. Fires lit in designated areas only - fire pit. Fire to be formed and lit by WNPEEC staff or visiting staff who are camping. Once fire is lit it must be actively supervised by WNPEEC staff or visiting staff at all times. Wood only to be added by WNPEEC staff or visiting staff and only to be done when students are away from fire. Only use firewood kept in cages. Wheelbarrow supplied to visiting staff to move wood from cage to fire pit. Safety glasses to be used by visiting staff if wood needs to be split, and staff adequately trained prior to splitting. Ensure no one is nearby when splitting. Fire blanket, shovel and water bucket kept in appropriate proximity to fire while in use. Fire equipment maintained by contractors as per annual maintenance schedule.	6	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Students educated on fire safety and expectations around lit fire.				
Student behaviour	Injury, illness or incident as a result of poor student behaviour.	3	Disruptive students to be managed by staff from visiting school and removed from activity if behaviours place participants at risk Students with known behavioural issues have appropriate plans including Student Behaviour Plans and Student Tailored Risk Management Plans, and details shared with EEC if appropriate. Active and adequate supervision of students during kitchen and fire pit activities.	3	Visiting teachers WNPEEC WNPEEC WNPEEC Visiting teachers	During During During Prior Prior During	
Infectious diseases	Unwell staff member handling or serving food.	12	Unwell visitors and staff members not permitted to handle food or be around food preparation area. Educate all staff and visitors of good hygiene practices and expectations. Handwashing facilities kept in clean working order, soap and hand sanitiser available for use. Cleaning and sanitising of food surfaces, utensils and equipment prior to and between use.	2	Principal / delegate WNPEEC/visiting staff	As required or 12 months.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Check all food packaging materials are clean and in good order before bringing to EEC. Visitor area to be cleaned before and after use. Infectious disease guidelines followed.				
Setting up and taking down tents	Trips, falls, minor injuries	6	WNPEEC staff to demonstrate, then to check on erecting/collapsing skills of those participating. Check for any natural hazards, i.e. holes in ground, insect nests. Suitable footwear to be worn when using a mallet on pegs. No one to stand behind someone using a mallet. Mallet work to be done from the side to avoid injury through mallet bouncing back. Hammer pegs in fully to prevent tripping.	3	WNPEEC and students		
Tent collapse	Minor injuries	6	Use strong pegs, secure tents properly, monitor forecasts, evacuate if needed.	3	WNPEEC and students		
Inadequate lighting (evening)	Trips, minor injuries	6	Set up during daylight hours. Use torches to visit toilet block.	3	Visiting staff and students		

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.