

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 | <p>Work area is kept tidy.</p> <p>Food items stored appropriately.</p> <p>Equipment leaks reported to EEC staff.</p> <p>Staff or visitors using kitchen have access to equipment to clean up spillages and leave pavement clean.</p> <p>Good lighting in kitchen space.</p> <p>No electrical cables on the pavement.</p> <p>Remind staff and visitors about cleaning of spillages on pavement at time of induction.</p> <p>Ensure suitable footwear is used by staff when using the kitchen.</p> | 6 | Principal / delegate WNPEEC/visiting staff | As required or 12 months. | |

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|--|--|-------------|--|----------------------------|---|---------------------------|----------|
| 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. <ul style="list-style-type: none"> - 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. | |

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|----------|----------------------|-------------|---|----------------------------|-------------|-----|----------|
| | Poorly prepared food | | <ul style="list-style-type: none"> - Check expiry dates of all food including bottled, tinned or processed <p>Follow NSW Food Authority guidance applicable to the situation.</p> <p>When receiving food from supplier check all food meets hygiene standards and is clearly labelled.</p> <p>Wash hands regularly with soap and water before, during and after food prep.</p> <p>Food grade gloves available in kitchen and used.</p> <p>Where possible staff or visitors to use food utensils such as tongs to serve food, avoiding cross contamination of different foods.</p> <p>When food is being served students are not to self-serve.</p> <p>Service will be provided with correct food handling equipment being used by designated staff member.</p> <p>Individual plates, cups, cutlery to be supplied by all attendees.</p> <p>Remind staff about food storage practices to reduce risk of cross contamination.</p> <p>Visiting schools to be briefed on kitchen hygiene standards prior to using kitchen.</p> | | | | |

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|----------|--------|-------------|--|----------------------------|-------------|-----|----------|
| | | | <p>Adequate soap and hand washing facilities provided at kitchen.</p> <p>Tea towels supplied but used in limited capacity to reduce risk of cross contamination.</p> <p>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</p> <p>Visiting school groups to bring own food, esky and ice.</p> <p>Regular workplace inspections including kitchen learning spaces</p> <p>Staff and visitors trained in first aid.</p> <p>Staff or adult visitors only permitted to handle hot food items and serve hot food to students.</p> <p>Ensure visiting staff have a first aid person in attendance and explain where first aid kit is in kitchen.</p> <p>Ensure thorough cooking to eliminate harmful bacteria.</p> <p>Remove any food that is expired, spoiled, contaminated, or unfit for consumption from the premises</p> | | | | |

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

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

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| | | | 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. | |

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|---------------------|--|-------------|---|----------------------------|---|---|----------|
| | | | Students educated on fire safety and expectations around lit fire. | | | | |
| Student behaviour | Injury, illness or incident as a result of poor student behaviour. | 3 | <p>Disruptive students to be managed by staff from visiting school and removed from activity if behaviours place participants at risk</p> <p>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.</p> <p>Active and adequate supervision of students during kitchen and fire pit activities.</p> | 3 | <p>Visiting teachers</p> <p>WNPEEC</p> <p>WNPEEC</p> <p>WNPEEC</p> <p>Visiting teachers</p> | <p>During</p> <p>During</p> <p>During</p> <p>Prior</p> <p>Prior</p> <p>During</p> | |
| Infectious diseases | Unwell staff member handling or serving food. | 12 | <p>Unwell visitors and staff members not permitted to handle food or be around food preparation area.</p> <p>Educate all staff and visitors of good hygiene practices and expectations.</p> <p>Handwashing facilities kept in clean working order, soap and hand sanitiser available for use.</p> <p>Cleaning and sanitising of food surfaces, utensils and equipment prior to and between use.</p> | 2 | Principal / delegate WNPEEC/visiting staff | As required or 12 months. | |

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|----------------------------------|------------------------------|-------------|--|----------------------------|-----------------------------|-----|----------|
| | | | <p>Check all food packaging materials are clean and in good order before bringing to EEC.</p> <p>Visitor area to be cleaned before and after use.</p> <p>Infectious disease guidelines followed.</p> | | | | |
| Setting up and taking down tents | Trips, falls, minor injuries | 6 | <p>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.</p> <p>Suitable footwear to be worn when using a mallet on pegs.</p> <p>No one to stand behind someone using a mallet.</p> <p>Mallet work to be done from the side to avoid injury through mallet bouncing back.</p> <p>Hammer pegs in fully to prevent tripping.</p> | 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

| 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 | 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.