

# SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle EEC

Workplace manager: Steven Body

Activity, event or task: Camping

Date of activity: Year Round

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?
Travel	Arrival / departure of vehicles	Visitor buses and cars park in Brewongle carpark near hall	4	Speed limits, parking and safety signs displayed	5	BEEC Staff attending teachers	Arrival/Departure
	Alighting on and off a large bus, mini bus or car	Driver is responsible for directing passengers to alight on/off vehicle	4	Vehicles must come to a complete stop, apply park brake before students/staff alight	5	Drivers, BEEC Staff, attending teachers	Arrival/Departure
	Removal and/or storage of bags and equipment	Teachers to instruct students to wait for bags to be removed from vehicle	4	Driver and teachers to distribute all bags and equipment	5	Drivers, attending teachers	Arrival/Departure
	Movement of passengers to and from arrival / departure point	Teachers to instruct students about movement to and from arrival/departure point	4	All passengers to remain within assembly point until instructed	5	BEEC Staff attending teachers	Arrival/Departure
<b>Equipment</b>	Inappropriate use of equipment	BEEC staff to provide clear instructions and demonstrations	4	Equipment to be labelled with instructions regarding use	5	BEEC Staff	Before and during activities
	Faulty equipment	BEEC staff to assess equipment prior to use	4	Faulty equipment is set aside and labelled for repair or disposal and not used Complete radio check with all other staff and office before activities commence.	6	BEEC Staff	Before and during activity
	Dangerous equipment eg water/soil testing chemicals, solar oven	Staff to instruct students in use of equipment	3	Always used in a controlled setting under strict guidance. MSD Sheets are in equipment boxes.	5	BEEC Staff	Before and during activity

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Environment	Trip / fall whilst on bush tracks	Pathway surface monitored, instruction given to students and teachers -walking only, all participants to wear enclosed shoes	3	Students are instructed to take care when walking to and from Brewongle site, supervision from Brewongle staff and attending teachers	4	BEEC staff and attending teachers	During activities
	Slip/fall after rain	Warn students of hazard and demonstrate best way to move around hazard	3	Assess hazard and if unmanageable for participants re-route access walk	4	BEEC staff and attending teachers	During activities
	Loss of contact with group during hike	Appropriate student teacher ratios. Teacher at front and rear in hi-vis vest if walking on local roads	5	Lead teacher to carry radio, place second teacher at rear of group.	4	BEEC staff and attending teachers	During activities
	Bites / stings / allergic reactions from animals / plants	First aid and Epi-pen located in office building for activities close to centre. First kit and epi-pen taken for all other activities – eg river and oval. Participants advised to keep on paths, all students wear enclosed footwear.	3	Staff trained in anaphylaxis and Epi-pen use, two way radios and mobiles to call emergency services, instruction and supervision	4	BEEC staff and attending teachers	During activities
	Sunburn/sun exposure	Participants instructed to wear T-shirts or long sleeve shirts, sunscreen, hats, sunglasses. Provide spare hats if required.	2	Measures distributed to students on permission notes prior to camp participants reminded to use sunscreen, take hat etc before leaving centre	4	Brewongle staff, attending teachers	Prior to camp Before departing centre
	Storms, High Wind, Bushfire Risk, River Height	BoM and RFS Websites consulted before scheduled activity. Staff to monitor Fires Near Me app during fire weather. Visual observations prior and during activity. Excursions postponed during high smoke levels. Assessments made based on wind a forecast smoke levels during week before	3	Activities suspended when high winds, major storm forecast or river height over 1m above mean level. <b>Programs to be cancelled in the event of Extreme/Catastrophic Fire Danger rating</b>	5	BEEC staff	Before and during scheduled activities
	Cars on Chapel Road during walk to and from river	"Students on road" safety signs placed half way down and at bottom of Chapel Hill Road	2	Follow SOPs. Students are instructed which side of road to walk on and Brewongle teachers and accompany teachers walk at front and rear of group	4	Brewongle staff	Before departing Centre and River

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				wearing Hi-Vis vests. Provide accompanying teacher with radio if possible.			
	Hawkesbury River Blue Green Algae	Surroundings inspected prior to use and check with council if suspected algal outbreak.	4	Kayaking/water quality activities suspended if Blue Green algae notifications have been made by Hawkesbury Council	6	Brewongle staff	Before departing Centre
	Storms, High Wind, Bushfire Risk, River Height	BoM and RFS Websites consulted before scheduled kayaking Visual observations prior and during activity	4	Kayaking activities suspended when high winds, major storm or river height over 1m above mean level forecast Trip to be cancelled in the event of Extreme/Catastrophic Fire Danger rating	6	Brewongle staff	Before departing Centre
	Slippery river edge/concrete ramp	Hazardous areas of river perimeter are highlighted (rocks, steep slopes, mud) and students monitored by staff	4	Participants instructed to wear appropriate footwear (enclosed shoes, water shoes, NO thongs) for the activity and first aid kit carried by staff to attend to any injuries	5	Brewongle staff, attending teachers	During activity
	Motorised watercraft on river, debris in river	Participants are made aware of motorised watercraft dangers on the river and instructed to remain in close proximity to each other between boundaries set by Brewongle staff.	2	Boundaries are clearly defined during briefing – kayaks stick to eastern side of river –avoid centre Fridays to be avoided as the river is often busier with watercraft at these times	4	Brewongle staff	Before and during activity
	Hypothermia	Staff trained in how to retrieve participants from the water and how to treat hypothermia. Weather appropriate clothing worn. Supply extra ponchos if necessary for prevention. Return students to BEEC for hot showers ASAP.	3	Staff carry first aid kit with emergency blanket Staff to have up to date Senior First Aid Cancel or modify activity if necessary.	5	Brewongle staff	During activity
Food and catering	Food poisoning and / or contamination	Kitchen, equipment and food preparation to meet WH&S standards and food prep standards	4	Staff to be trained in food prep and WHS standards	5	Catering staff/ parent helpers /attending teachers	Before and during visit

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	Injury from sharp object	Clear guidelines and appropriate training of staff and visitors	3	All storage locations of sharp objects identified and labelled	5	Catering staff/parent helpers and attending staff	Before and during visit
	Allergic Reaction	Dietary and medication requirements to be presented to BEEC prior to visit. Up to date allergen risk management plan completed	3	Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers are to be located in a secure location in the BEEC Kitchen	5	Parent helpers/attending teachers	Before and during visit
Accommodation	Overnight supervision of students	Attending teachers are briefed on their responsibilities after BEEC hours	4	Availability and location of radios, phones, emergency numbers and first aid made known to attending teachers	5	Attending teachers	Overnight and during camp
	Use of cabins and tents	Students to access cabins/tents only when instructed	4	Teacher instruction, guidance and supervision when using tents or cabins	5	BEEC Staff Attending teachers	During camp
	Child protection issues	Same sex cabins and appropriate teacher to student ratios	4	All teachers to maintain WWCC and DoE Child Protection updates	5	BEEC Staff Attending teachers	During camp
	Movement outside of cabins and tents during night time	Teachers and students made aware of set boundaries around cabins and tents	3	Outside lighting to be maintained for access to toilets and cabins, appropriate footwear to be worn	5	Attending teachers	During camp
	Exposure to extreme heat or cold	Students advised prior to visit of appropriate clothing and sleeping equipment.	4	Limited emergency provision of blankets available for use in student cabins. Oil Heaters placed in cabins if needed during winter months.	5	Attending teachers	Overnight and during camp
<b>Showers / Toilets</b>	Use of showers and toilets	Visiting teachers to ensure students conduct themselves in a safe and sensible manner	4	Wet when slippery signs to be placed appropriately	5	Attending teachers	During camp
	Movement between amenities and cabins	Teachers and students made aware of set boundaries around cabins/tents	4	Outside lighting to be maintained and footwear to be worn	5	BEEC Staff	At the start of camp

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<b>Camp Activities</b>	Hike to Lagoon and Hawkesbury River and/or Sport at Nearby Oval	BEEC staff will lead hikes or provide instruction for visiting teachers (to oval) to lagoon and oval, first aid kits will be carried at all times	3	Lead teacher to carry radio, second teacher placed at rear of group. Hi vis vests used if walking on or across roads	5	BEEC Staff Attending teachers	During scheduled activities
	Pedestrian danger from vehicle movements whilst hiking along and / or crossing roads	Students instructed how to cross roads appropriately under teacher supervision. Cross as per SOP's.	2	Appropriate ratios of teachers to students and strict control guidelines	3	BEEC Staff Attending teachers	During scheduled activities
	Stranger danger	Students to be made aware of importance of keeping in a group	4	Appropriate ratios of teachers to students and strict control guidelines	5	BEEC Staff Attending teachers	During scheduled activities
	Wildlife Presentation	Visiting teachers to ensure students conduct themselves in a safe and sensible manner. All presenters have appropriate WWCC.	4	Wildlife presenters to oversee any handling of animals Attending teachers to remove students who are not acting safely	5	Wildlife presenter Attending teachers	During scheduled activities
	Trip / fall from walking / hiking along bush tracks	Pathway surface monitored, instruction given to students and teachers, all participants to wear enclosed shoes	4	Regular maintenance of tracks, instructions and supervision	5	BEEC staff	During scheduled activities
	Loss of contact with group during hike	Teacher at front and rear in hi-vis vest.	4	Appropriate student teacher ratios, Lead teacher and rear teacher to carry radios, in contact with each other & BEEC	5	BEEC Staff Attending teachers	
	Bites / stings / allergic reactions from animals / plants	First aid and Epi-pen located in office building for activities close to centre. First kit and epipen taken for all other activities – eg river and oval. Participants advised to keep on paths, all students wear enclosed footwear. BEEC teachers to carry topical treatment in First aid kits.	3	Staff trained in anaphylaxis and Epi-pen use, two way radios and mobiles to call emergency services, instruction and supervision	5	BEEC Staff Attending teachers	

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	Exposure to extreme weather conditions – heat / cold	BoM and RFS Websites consulted before scheduled activity Visual observations prior and during activity. Weather appropriate clothing worn. Ponchos distributed as necessary.	3	Some activities suspended when high winds, major storm or river height over 1m above mean level forecast. <b>Trip to be cancelled in the event of Extreme/Catastrophic Fire Danger rating</b>	5	BEEC Staff Attending teachers	
Campfire	Risk of injury / illness / burns due to:	<b>Attending teachers/students read campfire safety instructions before activity</b>	3	BEEC staff ensure fire pit is maintained properly	4	BEEC Staff Attending teachers	Before camp and activity
	Restocking fire with wood	Restocking the fire with wood is to be done by the supervising teacher	5	Following standard lifting procedures as per WHS Manual Handling guidelines <b>Fire is supervised by teachers constantly whilst it is alight</b>	6	BEEC Staff Attending teachers	During activity
	Student being too close to fire/cooking marshmallows and damper	Students instructed as to safe distance from fires and required behavior. No more than 6 students to be cooking at a time. Students to be briefed on use of sticks while cooking and care around movements.	4	Bucket of water kept near fire or use nearby hose.. Teacher supervision at all times. All non-cooking students to be seated on green mats or logs.	5	Attending teachers	During activity
	Running / tripping	Students are advised that the campfire area is strictly a 'walking' area	4	Constant reminders during activity, students removed if not adhering to rules.	5	Attending teachers	During activity
	Snake / insect bite	Visiting teachers and students are given a Snake/Insect Safety briefing before activity	4	First aid pack to kept near fire including Insect repellent and compression bandages	5	Attending teachers	During activity
	Strong wind, sparks, Total Fire Ban	BoM and RFS Websites consulted before scheduled campfire in event of Total Fire ban activity cancelled	4	BEEC staff informs teachers of current weather/fire bans and cancel activity if necessary	5	BEEC Staff	During activity
	Fire out of control	BEEC staff inform teachers of the location of a water source to <b>fully extinguish after use</b>	4	Attending teachers informed of procedures to follow in in event of	5	BEEC Staff Attending teachers	Before, During and after activity

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		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating		
List the details of the activity, event or task	What could go wrong?			emergency (ring fire brigade, shelter in old classroom)			
<b>Emergency Procedures</b>	<p>BEEC staff to familiarise visiting teachers with BEEC Emergency Procedures and location of emergency procedures folder and contact numbers which are located in the <b>Camp Kitchen, Teacher Accommodation Facility, 1878 Classroom and the Administration Block.</b></p> <p><b>BEEC Principals mobile phone number is on these posters and at the bottom of this page.</b></p> <p>Visiting school has a vehicle (this could be BEEC pool vehicle) and mobile phone available and on site at all times.</p> <p>Visiting school to bring First Aid Kit, BEEC staff to also inform them of where our kits are.</p>						

Relevant information attached: Yes  No

You should report, monitor and review:

Prepared by:  Position:  Plan review date:

Reviewed by:  Position:  Review date:

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

Prepared in consultation with:

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

Name	Signature	Date

Name	Signature	Date



# SAFETY Risk Assessment and Management Plan



Sign-off authority - Based on highest residual risk

## Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
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

## Consequence criteria

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

## 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

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