

Work Health and Safety Risk assessment plan

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Allergens
Principal/workplace manager	Steven Body				
Assessed by	Carly Howden, Diahnn Borazio	Date		Location	School grounds at Brewongle EEC
Approved by	Steven Body	Date	12/3/24	Review date	12/3/25
WHS Risk Register update		Date		Prepared in consultation with	

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?
Kitchen – food allergy	Kitchen prepares produce containing allergy trigger food such as peanuts or tree nuts (walnuts, almonds, cashews, pistachios, and pecans), fish and shellfish, eggs, milk, sesame, or soy	3	<p>Where food is prepared on site, foods clearly labelled with allergen advice and at point of sale foods containing allergy triggers avoided as appropriate.</p> <p>Visiting school to provide a list of students and what they are allergic to for the Principal/SAM at Brewongle EEC prior to visit.</p> <p>Provide nutritious substitute non allergic food.</p> <p>Visiting school to manage the student's ASCIA Action Plan for Anaphylaxis (the emergency response plan)</p> <p>Visiting staff/parents prevent cross contamination during handling, preparation and serving of food e.g. Thorough hand washing before and after handling food, careful cleaning of food preparation areas including bench top areas</p>	1	BEEC staff Visiting teachers Parents	Always	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			and utensils before and after use or by preparing particular foods in a separate area.				
Sharing lunches or class activities – food allergy	<p>Students may share their lunch with a student with allergies which contains allergy triggers.</p> <p>Younger students may be unsupervised while eating some of their lunch</p>	3	<p>Visiting schools may have the following controls in place:</p> <p>Workplace and school community requested not to pack particular allergy foods such as peanuts, in consultation and in agreement with school community.</p> <p>Encourage parental involvement of allergic students on special days that involve food (birthdays etc). Reminders for students to wash hands before and after eating are displayed as posters around the playground.</p> <p>Hold regular discussions with camp groups about the importance of eating their own food and not sharing with their peers.</p>	1	<p>BEEC staff</p> <p>Visiting teachers</p> <p>Parents</p>	Always	
School and workplace grounds – insect bite and sting allergies	Students could be bitten by a variety of flying or crawling insects including ants and mosquitos	3	Specify play areas that provide the lowest risk to the student and organise for the student and their peers to play there.	1	BEEC staff	Always	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Encourage students to wear appropriate clothing when outdoors including protective shoes and clothing.</p> <p>Remove wasp nests, red back spiders and jumping ant nests when identified.</p> <p>Keep lawns and clover mowed and outdoor bins covered.</p> <p>BEEC staff to monitor site before, during and after activity. Advise other staff if insects are a problem.</p> <p>Advise students of potential for mosquito and ant bites. Provide insect repellent especially for camp groups.</p>				
Anaphylactic emergency/unknown allergies	<p>Potential need to provide an emergency response</p> <p>Time to ambulance arrival (30-40mins)</p>	3	<p>Check visiting school/student has their autoinjector on site – during teacher briefing.</p> <p>Check the conditions for which anaphylactic response may be triggered</p> <p>Stock first aid kits + back up EpiPen in camp kitchen. Visiting students to have EpiPen on them at all</p>	3	<p>BEEC staff</p> <p>School staff</p>	Always	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>times or carried by their teacher.</p> <p>Advise visiting teachers of location of BEEC epi-pen and defibrillator</p>				
Medication allergies	Students ingesting or inhaling other students medication brought from home without the knowledge of school staff	3	<p>Visiting school to administer all medications. Educate students and peers about the dangers of sharing medications.</p> <p>Visiting schools are to provide all necessary medications and equipment, including; Epi-pens and Ventolin (preventers and relievers)</p>	3	BEEC staff School staff	Always	
Latex allergies	<p>Employees who work with special care students and assist with toileting, etc</p> <p>Students using gloves while handling chemicals – eg soil and water tests.</p> <p>Employees using gloves while handling food in kitchen</p>	6	Provide protective gloving made of non latex material. Ask another student to handle chemicals if necessary.	2	BEEC Staff School staff	Always	

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**.