

Work Health and Safety
Risk assessment plan

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Day Trips
Principal/workplace manager	Steven Body				
Assessed by	Carly Howden, Diahnn Borazio	Date	6/3/24	Location	School grounds at Brewongle EEC including River Block
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?
Travel	Arrival/departure of vehicles causing accident/injury	6	Visitor buses and visitor cars to park in Brewongle carpark near hall. Speed limits, parking and safety signs displayed	3	BEEC Staff Attending teachers	Arrival/Departure	
	Alighting on and off a large bus, mini bus or car	6	Driver is responsible for directing passengers to alight on/off vehicle. Vehicles must come to a complete stop, apply park brake before students/staff alight All buses to park in hall bus bay or public bus bay. Students not to alight from bus on the road.	3	Drivers, BEEC Staff, attending teachers	Arrival/Departure	
	Removal and/or storage of bags and equipment	4	Teachers to instruct students to wait for bags to be removed from vehicle.	2	Drivers, attending teachers	Arrival/Departure	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Driver and teachers to distribute all bags and equipment				
	Movement of passengers to and from arrival / departure point	8	Teachers to instruct students about movement to and from arrival/departure point. All passengers to remain within assembly point until instructed Teachers to manage any road crossings if needed.	4	BEEC Staff attending teachers	Arrival/Departure	
Equipment	Inappropriate use of equipment	4	BEEC staff to provide clear instructions and demonstrations. Equipment to be labelled with instructions regarding use	2	BEEC Staff	Before and during activities	
	Faulty equipment	4	BEEC staff to assess equipment prior to use. 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.	2	BEEC Staff	Before and during activity	
	Equipment that has potential to cause injury/harm eg water/soil testing chemicals.	6	Staff to instruct students in use of equipment.	3	BEEC Staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Always used in a controlled setting under strict guidance. MSD Sheets are in equipment boxes.</p> <p>Use appropriate PPE – gloves and eye protection if required.</p>				
Medication	Administering of medication / first aid	6	<p>Visitors to provide necessary medication and trained staff to administer</p> <p>All instructions to be written down to ensure that any staff member of accompanying adult may be able to follow</p> <p>DoE medication guidelines to be followed by visiting schools and BEEC staff.</p>	3	Attending teachers	Before and during visit	
	Appropriate medication available	4	<p>Ensure students bring medication with them</p> <p>Ensure students bring medication with them and BEEC to maintain Ventolin and Epi-pen in date</p>	2	Attending teachers	Before and during visit	
	Appropriate first aid available	8	Visiting school to provide well equipped kits, BEEC also have kits on site	4	BEEC Staff Attending teachers	During visit	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Visiting teachers to be made aware locations of all first aid-kit and de-fib machine</p> <p>All staff to carry mobile first aid kits to all activities.</p> <p>First aid kit carried for kayaking activities</p>				
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	8	<p>Notification on arrival of students with medication/behavioural issues – monitor throughout visit – during teacher briefing</p> <p>BEEC staff to sight epi-pen if required. BEEC has multiple epi-pens on-site.</p> <p>All staff carry epi-pens in field first aid kits.</p> <p>Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers to be held by attending teachers.</p>	4	Attending teachers	Before and during visit	
Environment	Trip / fall whilst on bush tracks	4	<p>Trip / fall whilst on bush tracks. Pathway surface monitored, instruction given to students and teachers -walking only, all participants to wear enclosed shoes.</p> <p>Students are instructed to take care when walking to and from Brewongle site, supervision from</p>	2	BEEC staff and attending teachers	During activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Brewongle staff and attending teachers				
	Slip/fall after rain	4	Warn students of hazard and demonstrate best way to move around hazard. Assess hazard and if unmanageable for participants re-route access walk	2	BEEC staff and attending teachers	During activities	
	Loss of contact with group during bushwalk	4	Appropriate student teacher ratios. Teacher at front and rear in hi-vis vest if walking on local roads. Lead teacher to carry radio, place second teacher at rear of group.	2	BEEC staff and attending teachers	During activities	
	Bites / stings / allergic reactions from animals / plants	6	First aid and Epi-pen located in camp kitchen for activities close to centre. First kit and epipen taken for all other activities in the field Participants advised to keep on paths, all students wear enclosed footwear. Staff trained in anaphylaxis and Epi pen use, radios and mobiles to call emergency services, instruction and supervision	3	BEEC staff and attending teachers	During activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Sunburn/sun exposure	4	<p>Participants instructed to wear T-shirts or long sleeve shirts, sunscreen, hats, sunglasses. Provide spare hats if required.</p> <p>Measures distributed to students on permission notes.</p> <p>Prior to camp participants reminded to use sunscreen, take hat etc before leaving centre</p>	2	Brewongle staff, attending teachers	Prior to camp Before departing centre	
	Storms, High Wind, Bushfire Risk, River Height	10	<p>BoM and RFS Websites consulted before scheduled activity. Staff to monitor Hazards Near Me app during fire weather.</p> <p>Visual observations prior and during activity.</p> <p>Excursions postponed during high smoke levels. Assessments made based on wind forecast smoke levels during week before.</p> <p>Activities suspended when high winds, major storm forecast or river height over 1m above mean level.</p> <p>Programs to be cancelled in the event of Extreme/Catastrophic Fire Danger rating</p>	5	BEEC staff	Before and during scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Cars on Chapel Road during walk to and from river	4	<p>“Students on road” safety signs placed half way down and at bottom of Chapel Hill Road.</p> <p>Follow SOPs.</p> <p>Students are instructed which side of road to walk on and Brewongle teachers and accompany teachers walk at front and rear of group wearing Hi-Vis vests.</p> <p>Provide accompanying teacher with radio if possible.</p>	3	Brewongle staff	Before departing Centre and River	
	Hawkesbury River Blue Green Algae	6	<p>Surroundings inspected prior to use and check with council if suspected algal outbreak.</p> <p>Kayaking/water quality activities suspended if Blue Green algae notifications have been made by Hawkesbury Council</p>	3	Brewongle staff	Before departing Centre	
	Slippery river edge/concrete ramp	4	<p>Hazardous areas of river perimeter are highlighted (rocks, steep slopes, mud) and students monitored by staff.</p> <p>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</p>	2	Brewongle staff, attending teachers	During activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Motorised watercraft on river, debris in river	4	<p>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.</p> <p>Boundaries are clearly defined during briefing – kayaks stick to eastern side of river - avoid centre</p> <p>Fridays are to be avoided as the river is often busier with watercraft at these times.</p>	2	Brewongle staff	Before and during activity	
	Hypothermia	6	<p>Staff trained in how to retrieve participants from the water and how to treat hypothermia.</p> <p>Weather appropriate clothing worn. Supply extra ponchos if necessary for prevention.</p> <p>Return students to BEEC for hot showers ASAP. Staff carry first aid kit with emergency blanket Staff to have up to date Senior First Aid.</p> <p>Cancel or modify activity if necessary especially in wet, cold and windy conditions</p>	3	Brewongle staff	During activity	
Food and Catering	Food poisoning and / or contamination	6	<p>Kitchen, equipment and food preparation to meet WH&S standards and food prep standards.</p> <p>Staff to be trained in food prep and WHS standards</p>	3	Catering staff/ parent helpers	Before and during visit	Food and Catering

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			See Kitchen RMP for further details.				
	Injury from sharp object	4	Clear guidelines and appropriate training of staff and visitors	2	Catering staff/parent helpers and attending staff	Before and during visit	
	Allergic Reaction	4	Dietary and medication requirements to be presented to BEEC prior to visit. Up to date allergen risk management plan completed	2	Parent helpers/ attending teachers	Before and during visit	
Travel	Arrival/departure of vehicles causing accident/injury	6	Visitor buses and visitor cars to park in Brewongle carpark near hall. Speed limits, parking and safety signs displayed	3	BEEC Staff Attending teachers	Arrival/Departure	Travel
	Alighting on and off a large bus, mini bus or car	6	Driver is responsible for directing passengers to alight on/off vehicle. Vehicles must come to a complete stop, apply park brake before students/staff alight All buses to park in hall bus bay or public bus bay. Students not to alight from bus on the road.	3	Drivers, BEEC Staff, attending teachers	Arrival/Departure	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Additional Activities	Hike to Lagoon, Hawkesbury River and/or Sport at Nearby Oval	4	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. Lead teacher to carry radio, second teacher placed at rear of group. Hi vis vests used if walking on or across roads	2	BEEC Staff Attending teachers	During scheduled activities	
	Pedestrian danger from vehicle movements whilst hiking along and / or crossing roads	6	Students instructed how to cross roads appropriately under teacher supervision. Cross as per SOP's. Appropriate ratios of teachers to students and strict control guidelines	3	BEEC Staff Attending teachers	During scheduled activities	
	Stranger danger	4	Students to be made aware of importance of keeping in a group. Appropriate ratios of teachers to students and strict control guidelines	2	BEEC Staff Attending teachers	During scheduled activities	
	Wildlife Presentation	4	Visiting teachers to ensure students conduct themselves in a safe and sensible manner. All presenters have appropriate WWCC.	2	Wildlife presenter Attending teachers	During scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Wildlife presenters to oversee any handling of animals Attending teachers to remove students who are not acting safely				
	Trip / fall from walking / hiking along bush tracks	4	Pathway surface monitored, instruction given to students and teachers, all participants to wear enclosed shoes. Regular maintenance of tracks, instructions and supervision	2	BEEC staff	During scheduled activities	
	Loss of contact with group during hike	4	Teacher at front and rear in hi-vis vest. Appropriate student teacher ratios, Lead teacher and rear teacher to carry radios, in contact with each other & BEEC	2	BEEC Staff Attending teachers	During scheduled activities	
	Bites / stings / allergic reactions from animals / plants	9	First aid and Epi-pen located in camp kitchen for activities close to centre. First kit and epipen taken for all other activities. Participants advised to keep on paths, all students wear enclosed footwear. BEEC teachers to carry topical treatment in first aid kits.	3	BEEC Staff Attending teachers	During scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Staff trained in anaphylaxis and Epi pen use, two way radios and mobiles to call emergency services, instruction and supervision				
	Exposure to extreme weather conditions - heat / cold	6	<p>BoM and RFS Websites consulted before scheduled activity</p> <p>Visual observations prior and during activity. Weather appropriate clothing worn. Ponchos distributed as necessary.</p> <p>Some activities suspended when high winds, major storm or river height over 1-1.5m above mean level forecast.</p> <p>Trip to be cancelled in the event of Extreme/Catastrophic Fire Danger rating/Floods</p>	2	BEEC Staff Attending teachers	Before camp During scheduled activities	
Campfire		4	<p>Attending teachers/students read campfire safety instructions before activity.</p> <p>BEEC staff ensure fire pit is maintained properly</p>	2	BEEC Staff Attending teachers	Before camp During scheduled activities	
	Restocking fire with wood	4	Restocking the fire with wood is to be done by the supervising teacher. Following standard lifting procedures as per WHS Manual Handling guidelines.	2	BEEC Staff Attending teachers	During activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Fire is supervised by teachers constantly whilst it is alight				
	Student being too close to fire/cooking marshmallows and damper	4	<p>Students instructed as to safe distance from fires and required behaviour. 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.</p> <p>Bucket of water kept near fire or use nearby hose.</p> <p>Teacher supervision at all times.</p> <p>All non-cooking students to be seated on green mats or logs.</p>	2	Attending teachers	During activity	
	Running / tripping	4	Students are advised that the campfire area is strictly a 'walking' area. Constant reminders during activity, students removed if not adhering to rules.	2	Attending teachers	During activity	
	Snake / insect bite	6	<p>Visiting teachers and students are given a Snake/Insect Safety briefing before activity.</p> <p>First aid pack to kept near fire including Insect repellent and compression bandages</p>	2	Attending teachers	During activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Strong wind, sparks, Total Fire Ban	6	BoM and RFS Websites consulted before scheduled campfire in event of Total Fire ban activity cancelled. BEEC staff informs teachers of current weather/fire bans and cancel activity if necessary	2	BEEC Staff	Before and during scheduled activity	
	Fire out of control	6	BEEC staff inform teachers of the location of a water source to fully extinguish after use Attending teachers informed of procedures to follow in event of emergency (ring fire brigade, shelter in office etc)	2	BEEC Staff Attending teachers	Before, during and after scheduled activity	

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**.