

Work Health and Safety Risk assessment plan

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Hippocampe All Terrain Wheelchair
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	Longneck Lagoon EEC

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?
Loading and unloading Hippocampe from vehicles and transporting Hippocampe	Back/muscle injury, falling/crush injury	4	<p><u>Manual handling techniques</u></p> <p>Strap down/cover/fix Hippocampe in place when on the ute.</p> <p>Lower sides of ute or back tray.</p> <p>Two person lift at all times.</p> <p>Transport in carry-case</p> <p>See HS documents at <u>STRETCH Manual Handling Program</u></p>	2	BEEC Staff Attending teachers	Before and during activities	
Equipment	If not properly assembled equipment could fail causing fall injuries or damage to equipment	4	<p>Check the status and effective operation of:</p> <ul style="list-style-type: none"> ● Armrests and footrests ● Handles ● Brake ● Netting ● Cushions and seat insert ● Wheels (inflation) and correctly locked into place ● Headrest ● Chest strap 	2	BEEC Staff	Before and during activities	
	Inappropriate use	6	Assess track conditions prior to use and ensure the users have	4	Attending teachers	Before and during visit	

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			<p>understood the safe path that is to be taken</p> <p>Avoid steep inclines and declines due to limited braking ability</p> <p>Do not move about on slopes greater than 15% gradient</p> <p>Avoid obstacles larger than 10cm</p> <p>Remove large obstacles from path e.g. branches and rocks</p> <p>User pushed/pulled by capable adults</p> <p>Ensure weight restrictions are adhered to maximum 130kg total passenger and equipment weight.</p> <p>Wheels must be inflated</p> <p>Only one user at a time</p> <p>No standing or kneeling on the Hippocampe</p> <p>Student must be seated as far back in the chair as possible and chest straps fixed firmly against the user.</p> <p>You can turn the Hippocampe:</p> <ul style="list-style-type: none"> - By forcing the front wheel to skid (to the right or left). - By turning on "2 wheels" alone or with 				

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			<p>help (the helper has to push down on the handle bar).</p> <p>Rear operator must remain in place at all times</p> <p>Ensure brakes are fully engaged (the cleat must be locked in). when the chair is not in motion.</p> <p>Straps fix correctly</p> <p>Passengers are to bring and wear their own helmet.</p> <p>Hippocampe is not to be used in conditions that are too difficult for the passenger or the operator</p> <p>Passenger to assist with braking</p> <p>Ensure two operators or that the brakes are partially applied when near edges and slopes greater than 15%</p>				
Passenger transfer	Passenger or operators injured	6	<p><u>Follow manual handling techniques</u></p> <p>Hippocampe to be brought alongside passenger's chair</p> <p>Follow lifting and transfer procedures for individual user as describe on their home school's management plan</p>	4	Attending teachers	Before and during visit	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Only staff trained in the manual handling of passengers to assist in any sit to stand and sit to sit transfers</p> <p>Armrests moved out of the way</p> <p>Brakes engaged</p> <p>Ensure passenger is ready for transfer and feel comfortable</p>				
Passenger support	<p>Passenger uncomfortable or at risk of injury from environmental factors</p> <p>Passenger doesn't feel in control</p>	6	<p>Safety equipment and information is provided to passenger and operators</p> <p>Water, food, insect repellent, hat, sunscreen, towel and other needs available to passenger</p> <p>Seat and headrest adjust appropriately</p> <p>Access to toilets checked</p> <p>Evacuation plans are determined if passengers decide they need to complete the activity early.</p> <p>Ensure BEEC vehicles remain at the destination site.</p>	2	BEEC Staff Attending teachers	Before and during visit	
Environment	Risk of injury/death to passenger and operators	3	<p>Following Hippocampe guidelines are ensure chair is not taken into water deeper than seat height</p> <ul style="list-style-type: none"> - Unfasten chest straps before the chair enters the water, two 	2	BEEC staff and attending teachers	Before and during visit	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>operators support the passenger.</p> <ul style="list-style-type: none"> - Assist passenger to float them forwards out of the chair - Two operators pull chair back out from the water - Passenger to wear a correctly fitted PFD prior to entering the water <p>When entering water, the buoyancy of the front wheel means you will need to lean forward in order to remain stable on the Hippocampe.</p> <p>The level of the water immersion for the Hippocampe wheelchair must not exceed the seat height (for good stability).</p> <p>A helper will help you to ensure stability by holding the handlebar.</p>				

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**.