

# Work Health and Safety Risk assessment plan

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Incursions
Principal/workplace manager	Steven Body				
Assessed by	Carly Howden, Diahnn Borazio	Date	6/3/24	Location	Offsite locations – visiting other DoE schools
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?
<b>Travel</b>	Arrival / departure of vehicles	6	Park in staff carpark at host school.  Speed limits, parking and safety signs displayed	2	BEEC Staff School teachers	Arrival/ Departure	
	Arrival/ Departure of vehicles	4	Students moving around vehicles.  School teachers to ensure no student access near moving vehicles	2	BEEC Staff	Arrival/ Departure	
	Staff not signed in	4	Ensure staff sign in to school and digitally check in.  Reminder in program notes	2	BEEC Staff	Arrival/ Departure	
<b>Equipment</b>	Inappropriate use of equipment	4	BEEC staff to provide clear instructions and demonstrations.  Equipment to be labelled with instructions regarding use	5	BEEC Staff	Before and during scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	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 Turn radios on and check in with office and other users before	2	BEEC Staff	Before and during scheduled activities	
	Dangerous equipment eg water/soil testing chemicals, needles for weaving	4	Staff to instruct students in use of equipment. Plastic weaving needles used to reduce risk of puncture wound. Needles are not sharp.  Always used in a controlled setting under strict guidance. MSD Sheets are in testing boxes.	2	BEEC Staff	Before and during scheduled activities	
	Safe storage of equipment at recess and lunch	4	School to ensure safe storage / supervision of equipment.  Determine where safe storage is to be located on arrival at school	2	BEEC Staff	Before and during scheduled activities	
<b>Medication</b>	Administering of medication / first aid	4	Schools to provide necessary medication and trained staff to administer.  Schools to ensure that staff member is trained in administration of medication	2	School teachers	During visit	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Appropriate medication available	5	Appropriate medication available Ensure students bring medication with them.  Ensure students bring medication with them and BEEC to maintain Ventolin and Epi-pen in date	2	School teachers	During visit	
	Appropriate first aid available	6	BEEC to take First-Aid kit to school.  School to maintain First-aid and provide main first-aid response	2	BEEC Staff School teachers	During visit	
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	6	Notification on arrival at school of medication/behavioural issues.  School staff to maintain duty of care and monitor students throughout the visit	2	School teachers	During visit	

## 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.
<b>Almost certain</b> 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
<b>Likely</b> 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
<b>Possible</b> 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
<b>Unlikely</b> 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
<b>Rare</b> 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	<b>DO NOT PROCEED</b> 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"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>
Extreme 15+	Unacceptable	<b>STOP IMMEDIATELY</b> 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"> <li>Director Educational Leadership for review</li> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: <ul style="list-style-type: none"> <li>Health, Safety &amp; Staff Wellbeing Directorate for review</li> <li>Legal as required.</li> </ul>

## Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
<b>ELIMINATION</b>	<b>BEST</b>	<b>Eliminate</b> the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
<b>SUBSTITUTION</b>	<b>VERY GOOD</b>	<b>Substitute</b> the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
<b>ISOLATION</b>	<b>GOOD</b>	<b>Isolate</b> the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
<b>ENGINEERING</b>	<b>GOOD</b>	<b>Use engineering</b> controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
<b>ADMINISTRATIVE</b>	<b>POOR</b>	<b>Administrate</b> and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
<b>PPE</b>	<b>WORST</b>	<b>Protect</b> 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**.