

Work Health and Safety  
**Risk assessment plan**

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Infection Control – COVID 19
Principal/workplace manager	Steven Body				
Assessed by	Carly Howden, Diahnn Borazio	Date	6/3/24	Location	School grounds at Brewongle EEC including River Block, incursion locations and offsite locations
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>Incursion/School Visit</b>	<p>BEEC staff pass on infection to member of host school community</p> <p>BEEC staff come in to contact with infection from member of host school community</p>	4	<p>BEEC Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training (5 May 2020).</p> <p>Vulnerable staff and students are not present at school site.</p> <p>Host school staff and students stay home if unwell or have been in contact with someone unwell.</p> <p>BEEC staff stay home if unwell or have been in contact with someone unwell.</p> <p>All participating students and staff hand wash or sanitise at the commencement and end of each activity.</p>	3	<p>BEEC Principal and staff.</p> <p>Host school Principal and staff</p>	<p>At each change of phase during COVID 19</p> <p>In the case of infection all measures will be reassessed.</p>	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Host schools hand washing areas have soap.</p> <p>Host school provides hand sanitiser in multiple locations.</p> <p>All adults practice social distancing (1.5m). BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.</p> <p>Equipment placed in the sun when possible for additional sanitisation.</p> <p>When possible, enough equipment provided so students do not have to share equipment. If students do need to share, wash/sanitise hands prior to and during use.</p> <p>Review correct hand wash and sanitise procedures</p> <p>BEEC staff carry additional handwash and sanitiser supplies.</p>				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			If any person becomes unwell with a COVID 19 symptoms during the session they are immediately isolated and the host school health procedures are implemented.				
Excursion or Camp to Brewongle EEC	<p>BEEC staff pass on infection to member of host school community</p> <p>BEEC staff come in to contact with infection from member of host school community</p> <p>Increased risk of spreading infection amongst visiting school staff and students.</p>	4	<p>BEEC Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training (5 May 2020).</p> <p>Vulnerable staff and students are not present at school site.</p> <p>Host school staff and students stay home if unwell or have been in contact with someone unwell.</p> <p>BEEC staff stay home if unwell or have been in contact with someone unwell.</p> <p>All participating students and staff hand wash or sanitise at the commencement and end of each activity.</p>	3	<p>BEEC Principal and staff.</p> <p>Visiting school Principal and staff</p>	<p>At each change of phase during COVID 19</p> <p>In the case of infection all measures will be reassessed.</p>	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>All BEEC hand washing areas have soap and hand sanitizer</p> <p>BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.</p> <p>Equipment placed in the sun when possible for additional sanitisation.</p> <p>When possible, enough equipment provided so students do not have to share equipment. If students do need to share, wash/sanitise hands prior to and during use.</p> <p>Review correct hand wash and sanitise procedures</p> <p>BEEC has additional handwash and sanitiser supplies.</p> <p>If any person becomes unwell with a COVID 19 symptom during the session they are immediately isolated in the teacher accommodation (for an</p>				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>excursion) or School of Arts Hall (for a camp), visiting school contacted and arrangements made for immediate collection from the site.</p> <p>Reduce sharing of shower facilities by allocating one shower per cabin for duration of camp.</p> <p>Identify and isolate unwell students or staff early and isolate in either teachers accommodation or the School of Arts Hall until they can be picked up or return home.</p> <p>Full hygiene kit located in School of Arts Hall and Teachers accommodation.</p>				
Excursion to Blacktown Showground or Nurragingy Reserve	<p>BEEC staff pass on infection to member of host school community</p> <p>BEEC staff come in to contact with infection from member of host school community</p> <p>Lack of hand washing supplies at alternate venue.</p>	4	<p>BEEC Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training (5 May 2020).</p> <p>Vulnerable staff and students are not present at school site.</p> <p>Host school staff and students stay home if unwell or have been</p>	3	<p>BEEC Principal and staff.</p> <p>Visiting school Principal and staff.</p>	<p>At each change of Phase during COVID 19.</p> <p>In the case of infection all measures will be reassessed.</p>	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>in contact with someone unwell.</p> <p>BEEC staff stay home if unwell or have been in contact with someone unwell.</p> <p>All participating students and staff hand wash or sanitise at the commencement and end of each activity. BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.</p> <p>Equipment placed in the sun when possible for additional sanitisation.</p> <p>When possible, enough equipment provided so students do not have to share equipment. If students do need to share, wash/sanitise hands prior to and during use.</p> <p>Review correct hand wash and sanitise procedures</p>				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>BEEC has additional handwash and sanitiser supplies.</p> <p>BEEC staff carry additional handwash and sanitiser supplies.</p> <p>If any person becomes unwell with a COVID 19 symptom during the session they are immediately isolated, visiting school contacted and arrangements made for immediate collection from the site.</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.
<b>Almost certain</b> 5	Expected to occur in most circumstances.	<b>MEDIUM</b> 5	<b>HIGH</b> 10	<b>EXTREME</b> 15	<b>EXTREME</b> 20	<b>EXTREME</b> 25
<b>Likely</b> 4	High probability of occurring in most circumstances.	<b>MEDIUM</b> 4	<b>MEDIUM</b> 8	<b>HIGH</b> 12	<b>EXTREME</b> 16	<b>EXTREME</b> 20
<b>Possible</b> 3	Might occur occasionally.	<b>LOW</b> 3	<b>MEDIUM</b> 6	<b>HIGH</b> 9	<b>HIGH</b> 12	<b>EXTREME</b> 15
<b>Unlikely</b> 2	Could occur at some time, doubtful.	<b>LOW</b> 2	<b>MEDIUM</b> 4	<b>MEDIUM</b> 6	<b>MEDIUM</b> 8	<b>HIGH</b> 10
<b>Rare</b> 1	May occur but only in exceptional circumstances.	<b>LOW</b> 1	<b>LOW</b> 2	<b>LOW</b> 3	<b>MEDIUM</b> 4	<b>MEDIUM</b> 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**.