

Work Health and Safety
Risk assessment plan

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Kayaking
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	
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	6	<p>BEEC staff to follow SOP's for safe packing and unpacking of Kayak trailer. See Kayak SOP's.</p> <p>Preference to leave kayaks at river block for as long as possible to avoid extra movement.</p> <p>Ensure kayak trailer and vehicle have arrived at river block before students arrive and depart.</p>	3	BEEC Staff		
	Movement of passengers to and from Brewongle to River Block	6	<p>Teachers to instruct students about movement to and from arrival/departure point.</p> <p>Teachers to follow Walking to River SOP's for walking to river block and returning to BEEC</p> <p>All passengers to remain within assembly point until instructed</p>	3	BEEC Staff	Arrival/Departure	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Movement of Brewongle Staff vehicle and trailer in and out of garage	6	Ensure students are supervised and away from reversing trailer. All students to be sitting in a group and supervised during trailer reversal	3	BEEC Staff		
Equipment	Inappropriate use of equipment	4	Provide clear instructions and demonstrations. Equipment to be labelled with instructions regarding use of equipment. Utilise laminated teaching guide for kayak instruction.	2	BEEC Staff	Before and during BEEC scheduled activities	
	Equipment that has potential to cause injury/harm eg water/soil testing chemicals.	6	Staff to instruct students in use of equipment. Always used in a controlled setting under strict guidance. MSD Sheets are in equipment boxes. Use appropriate PPE – gloves and eye protection if required.	3	BEEC Staff	Before and during BEEC scheduled activities	
	Faulty Equipment	12	Brewongle staff to assess all equipment before use including; radios, life jackets, kayaks, paddles, whistle, sporting equipment tow ropes, first aid kit.	4	Brewongle staff	Before and during BEEC scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Faulty equipment is set aside and labelled for repair or disposal and not used.</p> <p>Utilise WHS hazard report forms for action items.</p> <p>Turn radios on and check in with office and other users before leaving BEEC</p>				
	Manual handling (loading trailer and car)	6	<p>Following standard lifting procedures as detailed in kayaking SOP's.</p> <p>Min 2 people to share the load to move the kayaks or other equipment when required. 4 people to move double kayaks.</p> <p>Kayaks to be left at river block if possible for a multiday booking. Utilise winch to load kayaks on top level. Avoid lifting kayaks overhead. See kayaking SOP's for loading details. Avoid using top level if at all possible.</p> <p>Utilise participants to move boats to and from river as much as possible. 2 people per single kayak and 4 per double kayak.</p>	4	Brewongle staff	During activity	
	Vehicle and trailer use	4	<p>BEEC Staff only to operate vehicle</p> <p>Staff to ensure trailer is hitched to vehicle correctly and locked in place</p> <p>Utilise jockey wheel for all movement and unhitching.</p>	2	Brewongle staff	Before, after and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Staff to engage 4WD when leaving river block. Ensure wheels are chocked while at river block.</p> <p>Staff to check trailer hitch at centre and river block before moving vehicle</p> <p>Staff to ensure all kayaks are tied down Staff to ensure students are not near vehicle when in use</p>				
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 Brewongle staff and attending teachers</p>	2	BEEC staff and attending teachers	During activities	
	Slip/fall after rain	4	<p>Warn students of hazard and demonstrate best way to move around hazard.</p> <p>Assess hazard and if unmanageable for participants re-route access walk</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
	Loss of contact with group during bushwalk	4	<p>Appropriate student teacher ratios. Teacher at front and rear in hi-vis vest if walking on local roads.</p> <p>Lead teacher to carry radio, place second teacher at rear of group.</p>	2	BEEC staff and attending teachers	During activities	
	Bites / stings / allergic reactions from animals / plants	12	<p>First aid and Epi-pen located in camp kitchen for activities close to centre. First kit and epipen taken for all other activities – eg river and oval.</p> <p>Participants advised to keep on paths, all students wear enclosed footwear.</p> <p>Staff trained in anaphylaxis and Epi pen use, radios and mobiles to call emergency services, instruction and supervision</p>	4	BEEC staff and attending teachers	During activities	
	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	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	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	
	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 and during scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Hawkesbury River Blue Green Algae	6	Surroundings inspected prior to use and check with council if suspected algal outbreak. Kayaking/water quality activities suspended if Blue Green algae notifications have been made by Hawkesbury Council	3	Brewongle staff	Before and during scheduled activities	
	Slippery river edge/concrete ramp	4	Hazardous areas of river perimeter are highlighted (rocks, steep slopes, mud) and students monitored by staff. 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	2	Brewongle staff, attending teachers	Before and during scheduled activities	
	Motorised watercraft on river, debris in river	9	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. Boundaries are clearly defined during briefing – kayaks stick to eastern side of river - avoid centre Fridays are to be avoided as the river is often busier with watercraft at these times.	3	Brewongle staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	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.</p>	3	Brewongle staff	During activity	
	Dehydration	6	<p>Participants instructed to take water bottles during kayaking activities</p> <p>Regular rest stops, staff to carry extra water.</p>	3	Brewongle Staff	Before and during activity	
	Injury from broken glass and sharp objects	6	<p>Participants instructed to wear appropriate footwear for the activity and hazard identification undertaken by staff</p> <p>Site assessment for submerged objects/current /water quality by Brewongle Staff</p> <p>Appropriate footwear – old shoes, water shoes, NO thongs</p>	3	Brewongle staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	River flood and post flood environment	6	<p>Assess river block post flood for suitability to kayak.</p> <p>Kayak leader to decide if safe to proceed or to cancel/modify.</p> <p>Check ramp and river entry for movement and slip hazards.</p> <p>Assess any changes to riverbed and beach. Deep sand or mud – avoid standing in mud.</p> <p>Be aware of algal build up on concrete ramp and organize cleaning after flood.</p>	2	Brewongle staff	After every flood	
Medication	Administering of medication / first aid	4	<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>	2	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	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Appropriate first aid available	4	<p>Visiting school to provide well equipped kits, BEEC also have kits on site</p> <p>Visiting teachers to be made aware locations of all first aid-kit and de-fib machine</p>	2	BEEC Staff Attending teachers	During visit	
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	9	<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 epi-pen on-site.</p> <p>Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers to be held by attending teachers.</p>	3	Attending teachers	Before and during visit	
Supervision and Management	Changing environmental conditions before during and after activity	9	<p>Staff to assess weather, river height and any changes to riverbed or bank before activity to ensure safe.</p> <p>Kayak leader is designated for each kayaking session and makes decision on modifying/cancelling if necessary.</p>	3	Brewongle staff	Before and during activity	
	Slip-Trip-Fall when getting in/out of kayak	4	Instructor to demonstrate and supervise correct procedure for getting in and out of kayak	2	Brewongle staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>(see *SOPs) and stabilize boats if necessary at high tide.</p> <p>BEEC staff may have to stand in shallow water to stabilize boats when floating.</p> <p>Correct foot wear must be worn at all times, area to be checked for hazards prior to use, staff member to supervise getting in and out of kayaks</p>				
	Drowning	12	<p>PFD (Personal Flotation Device - lifejackets) used during activity and staff check fitting before use. PFD's to remain on until activity is completed.</p> <p>BEEC trained staff to kayak ratio of 1:8 observed at all times.</p> <p>Brewongle staff to supervise PFD fitting and vigilant about continued use throughout activity.</p> <p>Staff to monitor number of participants with regular head counts.</p>	3	Brewongle staff	Before and during activity	
	Capsize (fall out) of kayak/ Participants trapped under kayak after capsizing	9	<p>All participants instructed in what to do in event of capsize and how to swim out of upturned kayak.</p> <p>Correctly fitted PFD – Personal Flotation Device and shoes to be worn at all times</p>	3	Brewongle Staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Brewongle staff trained in how to upright and tow capsized kayaks and complete deep water rescue.				
	Fingers crushed/squashed between kayaks	6	When 'rafting up' (kayaks aligning side by side) participants are warned of the danger and instructed to be careful of fingers 'Rafting up' only undertaken after explaining safety measures 'Rafting up" only undertaken in calm water and wind conditions	2	Brewongle staff	Before and during activity	
	Collision with other kayaks	4	Participants are instructed to not deliberately collide with other kayaks Participants escorted back to shore and removed from activity if deliberately defy instructions	2	Brewongle staff	Before and during activity	
	Inappropriate use of kayaks and paddles	4	Brewongle staff to provide clear instructions and demonstrations prior to use of kayaking equipment, splashing is allowed Paddles are to be placed inside canoes when not required and during rafting up	2	Brewongle staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Vigilant supervision by instructor Participants escorted back to shore and removed from activity if deliberately defy instructions				
	Separation of participants on the water.	6	BEEC staff to keep group close together and not separate. Maintain head count regularly Slow students need to be helped or towed and instructor at front needs to ensure they do not travel to fast. Staff to utilize radios to ensure good communication on the water and keep group together. Journeying upstream or downstream may need to be modified depending on abilities of participants.	2	Brewongle staff	Before and during activity	
Students with limited water experience	Students entering water with low swimming ability – panic or anxiety or not able to swim 50m in a lifejacket.	12	All students wear properly fitted life jackets and have full instructional talk on what to do if they fall out of a kayak. Students with higher needs or anxiety, be placed in double kayak with adult. Students can be tethered to bank or instructor via tow rope. Students to remain within 20m of bank while paddling. Yellow	3	Brewongle staff	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			marker buoy is a guide – do not go beyond this point.				
Students with additional needs	Students may enter water while not kayaking – attracted to water	12	<p>High supervision by visiting teachers and BEEC staff while on riverbank.</p> <p>Utilize areas well away from waters edge to supervise students waiting to kayak.</p> <p>Students not kayaking can remain at Brewongle to complete activities away from water.</p>	3	BEEC staff	Before and during activity	
	Students need extra supervision while at the water	6	<p>1:8 BEEC staff to kayak ratio to ensure adequate supervision</p> <p>Ensure extra staff on water so ratios reduced if required.</p> <p>Utilise competent teachers as extra adult supervision while on water.</p> <p>Place students with highest needs in double kayaks.</p>	2	BEEC staff/visiting teachers	Before and during activity	
	Students unable to remain together on the water	6	BEEC staff to remain at front and rear of group and assist students as required.	3	BEEC staff/visiting teachers/Kayak Leader	Before and during activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Decisions made during activity to remain in front of beach and not travel across, up or down river.				
	Anxiety around entering the water	6	Students to remain on bank, sit in kayak on land and watch until feeling confident to enter water. Students can be placed in double kayaks, tethered to bank or instructor	3	BEEC staff/visiting teachers	Before and during activity	
	Students unable to get wet due to medical conditions or personal requirements e.g nappies	6	Students to utilize double kayak with an adult. Ensure adult is a competent paddler and happy to assist student	3	BEEC staff/visiting teachers	Before and during 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**.