

# Work Health and Safety Risk assessment plan

School/workplace	Brewongle Environmental Education Centre			Condition, task, activity or event	Off Site Activities
Principal/workplace manager	Steven Body				
Assessed by	Carly Howden, Diahnn Borazio	Date	6/3/24	Location	Off Site Locations
Approved by	Steven Body	Date	12/3/24	Review date	12/3/25
WHS Risk Register update		Date		Prepared in consultation with	
Sites to be visited					
Blacktown City Showground	Cattai National Park – Wisemans Ferry Road			Devils Rock – Old Northern Rd, Maroota	
Ebenezer Tebbutt’s Observatory, Windsor	Marramarra National Park – Canoelands Roads			Nurragingy Reserve, Blacktown	
St Matthews Church, Windsor	Turnbull’s Lagoon – 311 Mud Island Rd			Ulinbawn Ski Park, 968 Sackville Ferry Rd	
YMCA Yarramundi, Springwood Rd Yarramundi	Windsor Town Walk, Windsor			Windsor Wharf, Windsor	

## 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	4	<p>Park in staff carpark at host school. Adhere to 10km/h limit while driving in Blacktown Showground.</p> <p>BEEC to inform school of safe bus parking area for all offsite venues.</p> <p>School teachers to ensure bus driver is made aware of this.</p> <p>Speed limits, parking and safety signs displayed</p>	2	BEEC Staff Attending teachers	Arrival/Departure	
	Students moving around vehicles	4	<p>BEEC to park away from students and be aware of students at all times</p> <p>Attending teachers to ensure no student access near moving vehicles</p>	2	BEEC Staff Attending teachers	Arrival/Departure	
	Removal and/or storage of bags and equipment	4	<p>Teachers to instruct students to wait for bags to be removed from vehicle.</p> <p>BEEC staff to unpack and monitor equipment in public spaces.</p>	2	BEEC Staff 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	4	Teachers to instruct students about movement to and from arrival/departure point.  All passengers to remain within assembly point until instructed	2	Drivers, Attending teachers	Arrival/Departure	
<b>Equipment</b>	Appropriate 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 BEEC scheduled 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  Turn radios on and check in with office and other users before		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.	3	Equipment that has potential to cause injury/harm eg water/soil	Before and during BEEC scheduled activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			MSD Sheets are in equipment boxes.  Use appropriate PPE – gloves and eye protection if required.		testing chemicals.		
	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 or venue.	2	BEEC Staff	Before and during BEEC scheduled activities	
<b>Environment</b>	Trip / fall whilst on bush tracks Slips when wet.	4	Pathway surface monitored, instruction given to students and teachers -walking only, all participants to wear enclosed shoes  Students are instructed to take care when walking to and from Brewongle site, supervision from Brewongle staff and attending teachers	2	BEEC staff and Attending teachers	During activities	
	Loss of contact with group during hike	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	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Playground equipment use eg: Blacktown Showground	4	Visiting teachers to be advised of playground for use during recess and lunch. Use in consultation with visiting teachers  Students to be supervised at all times.	2			
	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 – eg river and oval.  Participants advised to keep on paths, all students wear enclosed footwear.  Staff trained in anaphylaxis and Epi pen use, two way radios and mobiles to call emergency services, instruction and supervision	3	BEEC staff and attending teachers	During activities	
	Sunburn/sun exposure	4	Participants instructed to wear T-shirts or long sleeve shirts, sunscreen, hats, sunglasses.  Provide spare hats if required.  Measures distributed to students on permission notes prior to camp participants reminded to use sunscreen, take hat etc before leaving centre	2	BEEC staff and attending teachers	During activities	

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	Brewongle 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 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>	3	Brewongle staff	Before departing Centre	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Kayaking/water quality activities suspended if Blue Green algae notifications have been made by Hawkesbury Council				
	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	
	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	Staff trained in how to retrieve participants from the water and how to treat hypothermia.	3	Brewongle staff	During activity	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<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>				
	Contact with live animals eg: cattle, sheep, pigs	4	<p>Instruction regarding safe distances / approach/ herd management</p> <p>Remain behind fences where applicable, follow instruction from farm management.</p>	2	Brewongle staff Farm staff	Before & during activity	
<b>Medication</b>	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>	3	Attending teachers	Before 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 visit	



Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Appropriate first aid available	8	<p>Visiting school to provide well equipped kits, BEEC also have kits on site – BEEC staff to ensure EpiPen 1<sup>st</sup> aid kit is taken for all offsite activities.</p> <p>Visiting teachers to be made aware locations of all first aid-kit and de-fib machine</p>	4	BEEC Staff Attending teachers	During visit	
	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 BEEC staff to sight epi-pen if required.</p> <p>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>	4	BEEC Staff Attending teachers	Before and during visit	
<b>Food and Catering</b>	Food poisoning and / or contamination	6	<p>Kitchen, equipment and food preparation to meet WH&amp;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	
	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	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	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	

## 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**.