

SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle Environmental Education Centre

Workplace manager: Steven Body

Activity, event or task: Allergens

Date of activity: All year

Situation	Anticipate	Find out	Eliminate or control	Talk others	You	
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk? Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Kitchen – food allergy	Kitchen prepares produce containing allergy trigger food such as peanuts or tree nuts (walnuts, almonds, cashews, pistachios, and pecans), fish and shellfish, eggs, milk, sesame, or soy	Where food is prepared on site, foods clearly labelled with allergen advice and at point of sale foods containing allergy triggers avoided as appropriate. Visiting school to provide a list of students and what they are allergic to for the Principal/SAM at Brewongle EEC prior to visit Provide nutritious substitute non allergic food. Visiting school to manage the student's ASCIA Action Plan for Anaphylaxis (the emergency response plan)	1	Visiting staff/parents prevent cross-contamination during handling, preparation and serving of food e.g. Thorough hand washing before and after handling food, careful cleaning of food preparation areas including bench top areas and utensils before and after use or by preparing particular foods in a separate area.	3 BEEC staff Visiting teachers Parents	Each activity
Sharing lunches or class activities – food allergy	Students may share their lunch with a student with allergies which contains allergy triggers. Younger students may be unsupervised while eating some of their lunch	Visiting schools may have the following controls in place: Workplace and school community requested not to pack particular allergy foods such as peanuts, in consultation and in agreement with school community. Encourage parental involvement of allergic students on special days that involve food (birthdays etc).	1	Hold regular discussions with camp groups about the importance of eating their own food and not sharing with their peers.	3	

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		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating		
List the details of the activity, event or task	What could go wrong?	Reminders for students to wash hands before and after eating are displayed as posters around the playground.					
School and workplace grounds – insect bite and stinging allergies	Students could be bitten by a variety of flying or crawling insects including ants and mosquitos	Specify play areas that provide the lowest risk to the student and organise for the student and their peers to play there. Encourage students to wear appropriate clothing when outdoors including protective shoes and clothing. Remove wasp nests, red back spiders and jumping ant nests when identified	1	Keep lawns and clover mowed and outdoor bins covered. BEEC staff to monitor site before, during and after activity. Advise other staff if insects a problem. Advise students of potential for mosquito and ant bites. Provide insect repellent especially for camp groups.	3	BEEC staff	Each activity
Anaphylactic emergency/unknown allergies	Potential need to provide an emergency response Time to ambulance arrival (30-40mins)	Check visiting school/student has their autoinjector on site – during teacher briefing Check the conditions for which anaphylactic response may be triggered Stock first aid kits + back up epipen in office foyer.	1	Visiting students to have epi pen on them at all times or carried by their teacher Advise visiting teachers of location of BEEC epi-pen and defibrillator	3	BEEC staff School staff	Each program
Medication allergies	Students ingesting or inhaling other students medication brought from home without the knowledge of school staff	Visiting school to administer all medications. Educate students and peers about the dangers of sharing medications	3	All visiting schools are to provide all necessary medications and equipment, including; epi-pens and ventolin (preventers and relievers)	5	BEEC staff School staff	Each program
Latex allergies	Employees who work with special care students and assist with toileting, etc Students using gloves while handling chemicals – eg soil and water tests.	Provide protective gloving made of non-latex material.	3	Ask another student to handle chemicals if necessary.	6	BEEC Staff School staff	Each activity

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Relevant information attached: Yes No

You should report, monitor and review:

Prepared by: Position: Plan review date:

Reviewed by: Position: Review date:

Sign off Authority: Position: Contact no.: Signature:

Prepared in consultation with:

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Communicate to - List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet

Name	Signature	Date

Name	Signature	Date

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Sign-off authority - Based on highest residual risk

Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager