

# Risk assessment plan – Living World fieldwork – Box Gum Grassy Woodlands

School/workplace	Riverina Environmental Education Centre			Condition, task, activity or event	The study is held in a bush reserve. Students walk to the area which is on a typical hill slope of approximately 10 degrees. There is an overstorey of medium height trees with a shrub understorey. The site has many tracks. Students survey the vegetation at the top and bottom of the hill (300 metres) and complete soil tests.
Principal/workplace manager	Darron Watt				
Assessed by	Danyelle Scrivener	Date	26.2.24	Location	Riverina Environmental Education Centre 7161 Olympic Highway, Moorong Wagga Wagga NSW 2650
Approved by	Darron Watt	Date	26.2.24	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?
	General		Senior First Aid qualifications are held by REEC Staff and a First Aid Kit with EpiPen, asthma inhaler, restrictive bandages, water and mobile phone is carried with REEC Staff.		REEC staff	During the visit	
Isolation Emergency services locating group	Informant advising emergency services does not give correct location for assistance	High 12	In terms of obtaining help this is a semi-isolated area but has mobile phone coverage. REEC staff will have a mobile phone. It is advised that visiting staff bring a mobile phone as well.  When giving location, informant needs to give the address as <b>7161 Olympic Highway, MOORONG, NSW.</b>	High 9	REEC staff and visiting staff	Before the excursion – REEC staff communicated to visiting staff via risk management form	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Walking over rough ground	Separation from group Possible snake presence	High 10	REEC staff member at front of group and visiting teacher at back of group. Students warned of possible snake presence.  Teacher/student ratio < 1:15 (guideline)	Medium 8	REEC staff and visiting staff	Induction of visiting students and staff of this requirement immediately after arrival.	
	Falls, sprains, scratches Insect bite	Medium 6	Students always wear enclosed footwear.  Stay on tracks when walking between study sites. Students closely monitored at all times	Low 3	Visiting staff  REEC staff and visiting staff	Information about equipment requirements communicated at school level before excursion	
Environmental conditions	Possible cold weather	Medium 6	Students must wear appropriate clothing. If weather judged too severe, an alternative activity will be done, or the study postponed.	Low 3	REEC staff to assess conditions	Morning of the excursion before students leave school.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Sun -sunburn, dehydration	High 9	Students must take hat, sunscreen and water bottle.	Low 3	Visiting staff to provide information to students as per equipment needed	Information about equipment requirements communicated at school level	
	Wind and thunderstorm damage	Extreme 15	High winds can cause surrounding trees to break and fall. In the event of high winds or inclement weather (as predicted by the BOM), the study may be postponed to another mutually suitable date.	Low	REEC staff to assess conditions	Morning of the excursion before students leave school.	
	Bushfire	Extreme 15	Students and visiting staff inducted as to fire/emergency evacuation protocols before study commences.	High 12	REEC staff	Induction of visiting students and staff of this requirement immediately after arrival.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Studies are not conducted during catastrophic fire danger periods.	Low 3	REEC staff	Morning of the excursion before students leave school.	
Medical	Allergic reactions (anaphylaxis), asthma, diabetes etc	High 10	<p>Schools give prior advice to REEC staff of student and staff medical conditions. REEC staff to carry First Aid kit with Ventolin/spacer, EpiPen and mobile phone.</p> <p>Student and/or teachers carry personal medication required.</p> <p>Students with anaphylactic reactions to carry their EpiPen.</p>	Medium 8	<p>Visiting staff</p> <p>Visiting staff</p> <p>Visiting staff</p>	<p>Important welfare considerations should be communicated to REEC staff before students attend.</p> <p>Duration of excursion</p> <p>Duration of excursion</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.	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**.