

# Risk assessment plan – Friends or Foes?

School/workplace	Riverina Environmental Education Centre			Condition, task, activity or event	Students stay at the REEC for a 4 hour period. They conduct an experiment using a large bull ant site. They will observe different areas of the site (within 500m radius of COLA). They collect plant specimens (pods, flowers, seeds, leaves) to observe under microscopes. Students participate in team games involving running.
Principal/workplace manager	Darron Watt				
Assessed by	Danyelle Scrivener	Date	19.2.24	Location	7161 Olympic Highway MOORONG Wagga Wagga NSW
	Cathy Strong				
Approved by	Darron Watt	Date		Review date	28.03.2024
WHS Risk Register update		Date		Prepared in consultation with	Cheryl McKee – Work Health and Safety Advisor Health, Safety and Staff Wellbeing Directorate 7.3.24

## Risk Management process

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	Lack of emergency response	Extreme 15	REEC staff have current first aid, CPR, anaphylaxis, e-emergency care qualifications and carry first aid kits with snake bite constrictive bandage, Ventolin, asthma medication, EpiPens and mobile phone. REEC emergency management and bushfire plans are in place.	High 12	REEC staff	Prior to excursion	Annually
Environmental factors	Allergic reaction to plants or stings	Extreme 15	Student welfare sheets from schools checked before the commencement of study. Any questionable student issues are clarified by phone call before the visit. REEC staff will ask to sight students with allergies before the program commences. REEC staff carry EpiPens and asthma inhalers in case of emergency. REEC	High 12	REEC staff	Prior to and immediately upon arrival of the participating class.	Ongoing

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
		High 12	staff to regularly check for wasp nest building and spray to control any building sites. Assessing movement through site and always avoiding areas of higher risk potential	Medium 6	REEC staff	Prior to visit	ongoing
Environmental factors	Sun	Medium 6	Students advised to wear hat, apply own sunscreen, and carry water. All advice for excursion given to classroom teachers to convey to students and parents before visiting. Sun safety info is available at <a href="https://www.cancer.org.au/cancerinformation/causes-andprevention/sunsafety/besunsmart/sunsmart-inschools">https://www.cancer.org.au/cancerinformation/causes-andprevention/sunsafety/besunsmart/sunsmart-inschools</a>	Low 3	Visiting staff	Email correspondence between REEC staff and visiting staff 2 weeks prior to visit	Ongoing throughout program
	Extreme weather conditions	High 9	Local decisions made on morning of the visit – consideration given for possible thunderstorms, high rain events or high winds. High winds can cause surrounding trees to break and fall. In the event of high winds or inclement weather, (predicted by BOM), the study may be postponed	Medium 6	REEC staff	On the morning of the excursion before students arrive. In the event that weather conditions change after students arrive, visiting staff will call transport earlier and return to their school.	

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	Bushfire	Extreme 15	<p>to another mutually suitable date.</p> <p>REEC Bushfire Plan is in place.</p> <p>In the event of an emergency, students and visiting staff move with REEC staff down the driveway and are evacuated to the nearest school (Ashmont PS).</p> <p>Students and visiting staff inducted as to fire/emergency evacuation protocols before study commences. Studies are not conducted during extreme to catastrophic fire danger periods.</p>	High 12	REEC staff	Annually Term 3	
Walking on rough ground	<p>Separation from group</p> <p>Sprains</p> <p>Insect bites</p> <p>Possible snake encounter</p>	High 12	<p>REEC staff member at the front of the group and visiting staff following at the back of the group.</p> <p>Students wear enclosed footwear.</p> <p>Students warned of known insect presence and uneven ground.</p>	Medium 6	REEC staff	Upon arrival students and visiting staff are given a safety briefing and are asked to adhere to rules and expectations.	All transitional movements across the day.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Paths taken to each activity avoid bull ant nests, bees, tree branches at eye height etc.</p> <p>Students are advised they are not to run or walk in front of leading teacher.</p>				
People	Physical, medical and behavioural needs	High 12	<p>Schools give prior advice to REEC of student medical, physical or behavioural needs.</p> <p>Student medications are the responsibility of the staff of the visiting school.</p> <p>Students with anaphylactic allergies or asthma to bring own EpiPen and asthma medications. REEC staff will carry additional EpiPens and Ventolin puffers.</p> <p>Visiting staff should advise REEC about potential student 'flight risks'. <b>Behaviour support is the responsibility of the visiting staff.</b></p>	High 9	<p>Visiting school staff</p> <p>Visiting school staff</p> <p>REEC staff</p> <p>Visiting school staff</p>	Ongoing throughout the duration of the visit	Ongoing throughout the duration of the visit
Collecting plant samples	Bites or stings from an invertebrate	Extreme 15	Students with insect anaphylactic reactions	High 12	Visiting school staff	Email correspondence	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>should not engage in collection of plants.</p> <p>Students with pollen allergies should not engage in the collection of plants.</p> <p>All ASCIA plans should be brought with the school's medical kits and student autoinjectors for sighting by REEC staff.</p>			<p>between REEC staff and visiting staff 2 weeks prior to visit</p>	
		Medium 6	<p>REEC staff will choose and cut samples of plants for all students to avoid contact with pollens or stinging insect pollinators present.</p>	Low 3	REEC staff	During collection activity	When collection is complete
		Medium 6	<p>Students with insect or pollen allergies will observe them using samples collected by REEC staff and mounted appropriately for observation under microscopes.</p>	Low 3	REEC staff	During microscope activity	
		High 12	<p>Students bitten or stung by invertebrates are observed for any changes that need medical attention. Ice packs are used for minor bites or stings.</p>	High 9	REEC staff	In the event of a sting or bite	When first aid treatment lessens the severity of the injury.
Use of electrical equipment (eg.	Electrocution	High 10	All buildings are fitted with earth leakage.	Medium 8	REEC staff	Induction on correct use of microscopes and all equipment	Until activity is completed

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
microscope lights)	Skin burn	Medium 6	Students are not allowed to unplug microscope lamps from power points. Microscope lamps are moved to position before turning on. Students are advised not to move lamps whilst turned on, or immediately after use.	Low 3	REEC staff	used in classroom lab before engaging in microscope activities.	
Natives v Ferals running game	Falling, trip injuries Dehydration	Medium 6	'Out of bounds' areas (uneven surfaces) set for game and advised to students. Game not played in excessive heat. Hats worn and drink bottles used in times of rest (and can be provided for students who have not brought them).	Low 3	REEC staff  REEC staff	During this 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.
<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**.