

# Risk assessment plan – General study/site Riverina Environmental Education Centre (Secondary)

School/workplace	Riverina Environmental Education Centre			Condition, task, activity or event	Students and staff work with REEC staff for the day. They will be involved in using Geographical Fieldwork Tools.
Principal/workplace manager	Darron Watt				
Assessed by	Cathy Strong	Date	28.02.2024	Location	7161 Olympic Highway MOORONG Wagga Wagga NSW
Approved by	Darron Watt	Date		Review date	
WHS Risk Register update		Date		Prepared in consultation with	

## 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			REEC staff have current first aid qualifications and carry first aid kits with constrictive bandage, Ventolin, asthma medication, EpiPens and mobile phone.				
Environmental factors	Allergic reaction to plants or stings	Extreme 15	<p>Student welfare sheets from schools checked before the commencement of study. Any questionable student issues are clarified by phone call before the visit.</p> <p>REEC staff will ask to sight students with allergies before the program commences.</p> <p>REEC staff carry EpiPens and asthma inhalers in case of emergency.</p>	High 12	REEC staff	Immediately upon arrival of the participating class.	Assessing movement through site and always avoiding areas of higher risk potential
Environmental factors	<p>Sun</p> <p>Possible cold weather</p>	Medium 6	Students advised to wear hat, apply own sunscreen, and carry water. Students advised	Low 3	Visiting staff	Email correspondence between REEC staff	Ongoing throughout program

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	Extreme weather conditions	High 9	<p>to dress appropriately to the conditions. All advice for excursion given to classroom teachers to convey to students and parents before visiting.</p> <p>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 to another mutually suitable date.</p>	Medium 6	REEC staff	<p>and visiting staff 2 weeks prior to visit</p> <p>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.</p>	
	Bushfire	Extreme 15	<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> <p>In the event of an emergency, students and visiting staff move with REEC staff down the driveway and are</p>	High 12			

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			evacuated to the nearest school (Ashmont PS).				
Walking on rough ground	Separation from group Sprains Insect bites Possible snake encounter	High 12	REEC staff member at the front of the group and visiting staff following at the back of the group.  Students wear enclosed footwear.  Students warned of known insect presence and uneven ground.  Paths taken to each activity avoid bull ant nests, bees, tree branches at eye height etc.  Students are advised they are not to run or walk in front of leading teacher.	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.
People	Physical, medical and behavioural needs	High 12	Schools give prior advice to REEC of student medical, physical or behavioural needs.  Student medications are the responsibility of the staff of the visiting school.  Students with anaphylactic allergies or asthma to bring own	High 9	Visiting school staff  Visiting school staff  REEC staff	Ongoing throughout the duration of the visit	Ongoing throughout the duration of the visit

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>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>		Visiting school staff		
Geography Fieldwork	Skin contact allergy	Medium 4	Benign substances used. Students wear safety glasses. Students instructed on safe fieldwork procedures.	Low 1	REEC staff	At the time of the 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**.