NSW Department of Education

Work Health and Safety

Risk assessment plan – Environmental Change and Management (Lake Albert)

School/workplace	Riverina Environmental Education Centre			Condition, task, activity or event	The study is held in the Lake Albert catchment in Wagga Wagga. Students test the water of the lake for quality and do soil tests. Students investigate soil erosion and landform in the catchment. Some areas are steep with deep gullies where students need to take care. The area has mobile phone coverage.
Principal/workplace manager	Darron Watt				
Assessed by	Danyelle Scrivener	Date	26.2.4	Location	Lake Albert foreshore Wagga Wagga Boat Club, Lake Albert Apex Park, Lake Albert
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, Ventolin asthma medication, water and mobile phone is carried with REEC Staff.		REEC staff	At all times	
Water quality – potential blue green algal blooms and bacterial content	Skin and eye irritation with prolonged contact. Gastrointestinal complaints (eg. vomiting, diarrhoea) from consumption of water.	High 9	Students are advised of the potential threats of blue-green algae and bacteria that may be present in the waters. Students are asked not to drink/ingest waters from the lake. Water samples are collected using a water sampler with an extendable pole. Modelled by REEC staff	Low 3	REEC staff REEC staff	During induction at beginning of excursion and during water quality experiment activities	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Hand sanitiser available after tests completed. No prolonged contact with water or soils. Current water quality readings are recorded on the council site and are updated regularly. Teachers should access the most current information before the commencement of the study using the link below. https://wagga.nsw.gov.au/parks-and-recreation/parks-beaches-lakes/lake-albert		REEC staff Visiting staff	During water and soil test activities Prior to excursion	
Water quality experiments	Use of poisonous chemicals Drowning	Medium 6 High 10	Safe chemical use for all water and soil quality experiments is modelled by REEC staff and monitored by all teachers present. Lake is shallow, however students are warned not	Low 3 Medium 8	REEC staff and visiting staff	During water and soil quality test experiments	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			to move from the foreshore into the water. quality experiments. Water samples are collected using water sampler with an extendable pole. Water samples are poured into buckets and students access samples from these buckets placed away from the water's edge. Not every student will participate in the collection of water samples.		REEC staff and visiting staff	At all times during the excursion	
Walking over rough ground	Sprains, injuries Separation from the group Bites	Medium 6 Medium 6 High 12	Students wear enclosed footwear such as joggers. Teacher at front and back of group. Teacher/student ratio < 1:15 (guideline) Students warned of possible snake and insect presence. Advised to stay in class group and	Low 3 Low 3 Medium 6	Visiting staff to advise students of all equipment needed to bring before excursion date Visiting staff and REEC staff to always	At all times during the excursion	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			not move away from the study site alone.		monitor students.		
Environment Sunburn Dehydration	Possible cold weather Sun	Medium 6	Students must take warm clothing. If weather judged too severe an alternative activity will be done or the study postponed. Students must take hat, sunscreen, and water bottle.	Low 3	Visiting staff to advise students of all equipment needed to bring before excursion date	At all times during the excursion	
Medical	Allergic reactions (anaphylaxis), asthma, diabetes	Extreme 15	Visiting teacher must advise any major student or staff welfare concerns to REEC staff prior to excursion. Visiting staff and REEC staff to carry First Aid kit with Ventolin/spacer, EpiPen and mobile phone. Student and/or teachers carry personal medication.	High 9	Visiting teacher All staff Visiting staff	When advising REEC staff of final participant numbers and welfare concerns, within a few days prior to excursion date.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Students with anaphylactic reactions to bring own EpiPen.		Visiting staff		
General Public	Interactions	Medium 6	Students to use public toilets at beginning and end of walk. Attend in groups and advised not to interact with general public who are utilising the lake foreshore and facilities at the same time as students	Low 3	All staff		

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

		CONSEQUENCE (Severity)				
LIKELIHOOD (Probability)		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.
Almost certain **5**	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely **4**	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible **3**	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely **2**	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare **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	DO NOT PROCEED 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: • Health, Safety & Staff Wellbeing Directorate for review • Legal as required.	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: • Health, Safety & Staff Wellbeing Directorate for review • Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY 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: • Director Educational Leadership for review • Health, Safety & Staff Wellbeing Directorate for review • Legal as required.	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: • Health, Safety & Staff Wellbeing Directorate for review • Legal as required.

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	**Eliminate** the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	**Substitute** the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	**Isolate** the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	**Use engineering** controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	**Administrate** and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	**Protect** 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**.