

Risk assessment plan – Living World field study – River red gum ecosystem @ Murrumbidgee NP Berry Jerry

School/workplace	Riverina Environmental Education Centre			Condition, task, activity or event	The study is held in Murrumbidgee Valley National Park-Berry Jerry 30km west of Wagga Wagga. Buses have access to the edge of the forest on an all-weather dirt road. The forest has tall trees with a grassy understorey. Students survey the vegetation and test the soil and water in nearby Old Man Creek. There is no shelter from rain or wind. Drinking water must be taken to the site. Toilets are 200m away at the roadside rest area. Mobile phone coverage is marginal. The nearest town is Collingullie-7km away.
Principal/workplace manager	Darron Watt				
Assessed by	Danyelle Scrivener	Date	26.2.24	Location	Murrumbidgee NP Berry Jerry
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, water and mobile phone is carried with REEC Staff.				
Isolated area	Missing students	High 12	Student list needs to be always carried by visiting teacher. Student numbers are noted many times over the course of the day.	Medium 8	Visiting staff	Always	
	Access to nearest township is at Collingullie in case of emergency. Transport will need to be always at hand	High 10	Bus/ transport needs to stay with the group – bus company needs to be informed prior to the excursion.	Medium 8	Visiting staff	Organised by visiting teacher after confirmation of REEC booking time	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Emergency services needed. Exact location needed.	Extreme 15	<p>Visiting staff advised to download the emergency app on their phone. The app uses GPS functionality built into smart phones to help a Triple Zero (000) caller provide critical location details required to mobilise emergency services.</p> <p>More info available at https://www.emergencypus.com.au/</p>	High 12	Visiting staff		
Separation from group		Medium 8	Teacher at front and back of group.	Medium 4	REEC staff and visiting staff	Induction given by REEC staff at beginning of excursion.	
Falls, sprains and bites		High 9	Teacher/student ratio < 1:15 (guideline). Students wear enclosed footwear such as joggers.	Medium 6	Visiting staff to advise students of excursion requirements	Visiting staff provides information note to students before excursion.	
		High 10	Students warned of possible snake presence and wasps. REEC staff will carry snake bite kits,	Medium 8	REEC staff	Included in induction	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			including compression bandages).				
Soil and water testing	Use of chemicals	Medium 4	<p>Students instructed in safe chemical use and test procedures</p> <p>Students monitored closely by all staff whilst using chemical tests.</p> <p>Substances are benign, however students will be advised not to ingest any chemical substances provided.</p>	Low 2	<p>REEC staff</p> <p>REEC staff and visiting staff</p>	Before commencement of soil and water testing activity. Monitoring throughout this activity.	
Environment	Possible cold weather	High 9	Students must take warm clothing. If weather judged too severe an alternative activity will be done or the study postponed.	Low 3	Visiting staff to advise students of excursion requirements.	Visiting staff provides information note to students before excursion	
	Sunburn/ dehydration	High 9	Students must take hat, sunscreen and water bottle. There is no water onsite available. If they wish they can bring their own insect repellent	Medium 6	REEC staff will assess weather severity and postpone activity if deemed		
	Insect bites						

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Polluted creeks	Medium 6	Students advised not to drink from creeks.	Low 2	unsuitable or dangerous. REEC staff	Visiting staff to assess all students have access to own water bottle before travelling to site. When approaching creek, REEC staff will remind students that water is unsuitable for drinking.	
	Bushfire	Extreme 15	Study will not take place in extreme weather conditions. A new date following postponement will be set.	Low	REEC staff to monitor bushfire conditions via RFS information site, considering	Morning of excursion, before travel commences	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
		High 12	Students will be briefed at the commencement of the study about all emergency protocols to follow during the day. All staff will assist students back to the bus parking area in the event of bushfire starting. From this point, transport should move quickly to nearest township of Collingullie (7km)	High 9	current fire danger ratings and/or total fire ban status previous to study commencing. REEC staff	Induction at beginning of day. In the event of a bushfire starting.	
Medical	Medical attention required	High 10	Schools give prior advice to REEC staff of student and staff medical conditions. eg allergic reactions (anaphylaxis), asthma, diabetes, physical conditions that may impact access.	Medium 8	Visiting staff	Before excursion day.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Personal medications required		<p>REEC staff to carry additional First Aid kit with Ventolin/spacer, EpiPen and mobile phone.</p> <p>Student and/or teachers carry personal medication. Ensure students are reminded not to leave medications on the bus.</p> <p>Students with anaphylactic reactions to bring EpiPen, and students with asthma require own Ventolin/spacer.</p>		<p>REEC staff</p> <p>Visiting staff to advise students of excursion requirements and bring own first aid kit with appropriate medications where needed.</p>	<p>Always.</p> <p>Always.</p> <p>Always</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.
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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**.