

Risk assessment plan – S6 Geography Alpine & Sub Alpine Ecosystems at Risk 3 days

School/workplace	Riverina Environmental Education Centre			Condition, task, activity or event	Description: Day one travel from _____ to Perisher for study, lunch and travel to Jindabyne for tea and accommodation. Day two travel to Thredbo, take chairlift then walk to Mt. Kosciuszko (13km return). Return to accommodation. Day three travel to Charlottes Pass for short walk (200m) then to NPWS Education Centre to complete activities. Then depart for _____.
Principal/workplace manager	Darron Watt				
Assessed by	Cathy Strong	Date	28.2.24	Location	
Approved by	Darron Watt	Date	28.2.24	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	
Medical	Allergic reactions (anaphylaxis), asthma, diabetes	Extreme 15	<p>Visiting teacher must advise any major student or staff welfare concerns to REEC staff prior to excursion.</p> <p>Visiting staff and REEC staff to carry First Aid kit with Ventolin/spacer, EpiPen and mobile phone.</p> <p>Student and/or teachers carry personal medication.</p> <p>Students with anaphylactic reactions to bring own EpiPen.</p>	High 9	<p>Visiting Teacher</p> <p>All Staff</p> <p>Visiting Staff</p> <p>Visiting Staff</p>	When advising REEC staff of final participant numbers and welfare concerns, within a few days prior to excursion date.	
Travel by bus	Travel sickness on bus trip	High 9	Asthma/diabetes students have medication on bus with them, not in luggage area.	Medium 6	Visiting Staff		

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Traffic	Accident	Extreme 15	<p>Student list to be carried on bus by teachers. Students who suffer travel sickness are recommended to take appropriate medication and sit at the front of the bus.</p> <p>Ensure students cross roads under supervision of teachers.</p>	Medium 5	All Staff	At all times during exposure to traffic.	
Walking to Kosciusko	<p>Separation from group</p> <p>Chairlift</p>	<p>High 10</p> <p>Extreme 15</p>	<p>Brief teachers on route and procedure for waiting at track intersections.</p> <p>Stay on track and stay together especially if there is low visibility due to mist, fog, rain, snow.</p> <p>Leader at front of group. Regular stops for fieldwork and count students, buddy system.</p> <p>Teacher/student ratio < 1:15 (guideline).</p> <p>Students wear enclosed footwear such as joggers.</p> <p>Students briefed on how to ride and exit chairlift safely. Students obey instructions by chairlift operator.</p>	<p>Medium 5</p> <p>Medium 5</p>	All Staff	<p>At all times while walking in Alpine areas.</p> <p>At all times while accessing chairlift.</p>	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Snow fights	High 9	Students briefed about snow, ice, slippery surfaces and safe snow play.	Medium 4	All Staff	At all times during exposure to snowy and icy conditions.	
	Trips, slips and falls, sprains	High 12	Restrict snow play till the return walk so that participants stay warm and dry as long as possible. REEC staff are familiar with area and are aware of track surfaces. Continuously assess for hazards like ice. No running on the metal walkway.	High 9	REEC Staff	At all times while walking in Alpine areas.	
Environment	Exposure to extreme cold or heat	High 12	Students must take warm clothing and waterproof top on walk to Kosciuszko. Staff to carry emergency thermal clothing. If weather judged too severe the activity may be modified.	Medium 8	All Staff	Throughout the Alpine Study.	
	Sun	High 10	Students must take hat, sunscreen and water bottle.	Medium 6	Visiting Staff		
	Polluted creeks	Medium 6	Students advised not to drink from creeks.	Low 3	REEC Staff		
Severe weather conditions	Strong winds, snow, hail, lightning strikes, bushfire	Extreme 15	Check weather forecasts and monitor throughout the day. Vary activity if weather conditions deteriorate. Seek	Medium 5	REEC Staff		

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Bites and stings	Insects, spiders, snakes	Extreme 15	<p>shelter at Thredbo, Rawson Pass or Charlotte Pass.</p> <p>Students briefed to look before sitting down, do not touch invertebrates.</p> <p>Allergic reactions- eg; ants and plants.</p> <p>Students at risk are identified and monitored by teachers.</p> <p>Students at risk of anaphylactic shock carry their own EpiPen and medication.</p>	High 10	All Staff	Throughout the Alpine Study.	
Creek/River crossings	Drowning	Extreme 15	Do not cross if water is more than knee deep.	Medium 5	All Staff		
Sticks, rocks & stones	Impact injury	High 12	Brief students not to pick up sticks & stones and not to climb on boulders.	Medium 4	All 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 area and facilities at the same time as students.	Low 3	All staff		

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**.