

## Work Health and Safety Risk assessment plan

|                             |  |      |          |                                    |             |
|-----------------------------|--|------|----------|------------------------------------|-------------|
| School/workplace            | Camden Park Environmental Education Centre |      |          | Condition, task, activity or event | Buggin' Out |
| Principal/workplace manager | Nic Hall                                   |      |          |                                    |             |
| Assessed by                 | Nathan Matthews                            | Date | 27/02/25 | Location                           | CPEEC       |
| Approved by                 | Nic Hall                                   | Date | 27/02/75 | Review date                        | 27/02/26    |
| WHS Risk Register update    |  | Date |          | Prepared in consultation with      | All staff   |

## 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? |
| Centre grounds and paddocks                               | Students struck by vehicles in the compound<br>Snake bite<br>Trips/falls | 2                     | Display caution signs<br><br>Communicate with DPI staff to minimise vehicle entry while students are on site.<br><br>Ensure 1st Aid kit has adequate number of pressure bandages/snake bite kit. Staff possess current First Aid credentials.<br><br>Maintain grassy areas to minimise threat  | 1                          | CPEEC staff                                       | Prior and duration of activity            | Prior and duration of activity  |
| Dip-netting/Sample collection                             | Slipping<br>Entry into shallow water                                     | 2                     | Sites for activity assessed prior to activity, and selected based upon condition of grounds surrounding body of water<br>Students coached on safety around water procedures<br>Demonstration of correct collection techniques<br>Students dipnet from clear and level ground, free of trip hazards<br>Water depth considered when selecting dip-netting site | 1                          | All staff   | Prior and duration of activity            | Prior and duration of activity  |

| Hazard/s                 | Risk/s   | Risk rating | Control action/s  | Risk rating after controls | Responsible | Due                            | Complete                       |
|--------------------------|--|-------------|---|----------------------------|-------------|--------------------------------|--------------------------------|
|                          |  |             | Long handled nets used to maximise distance between students and water  |                            |             |                                |                                |
| Insect sample collection | Stings/Bites                                     | 3           | CPEEC teacher accompanies students during collection, in areas well known to staff<br><br>Species / habitats to avoid identified<br><br>Students coached in the use of appropriate collection tools and techniques<br><br>First Aid kit readily available.  | 2                          | CPEEC staff | Prior and duration of activity | Prior and duration of activity |
| Slide Preparation        | Cuts/Scratches from glass slides and cover slips | 3           | CPEEC staff prepare any necessary slides prior to lesson to avoid students handling this equipment  | 1                          | CPEEC staff | As required                    | As required                    |
| Wagon ride               | Collision<br>Falling                             | 2           | Internal roads and suitable paddocks to be included in route. Weather conditions appraised as necessary and route adjusted accordingly. Property speed limits adhered to. Tractor safety features in operation to increase visibility to other vehicles. Strict passenger protocol to be observed. Visiting teacher to accompany students on wagon. | 1                          | All staff   | Prior and duration of activity | Prior and duration of activity |

## Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

|                             |  | CONSEQUENCE (Severity) |  |  |   |  |
|-----------------------------|--|------------------------|--|--|---|--|
| LIKELIHOOD (Probability)    |  | Insignificant<br>1     | Minor<br>2   | Moderate<br>3  | Major<br>4  | Critical<br>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<br/>5</b> | Expected to occur in most circumstances.             | MEDIUM<br>5            | HIGH<br>10   | EXTREME<br>15  | EXTREME<br>20   | EXTREME<br>25                                |
| <b>Likely<br/>4</b>         | High probability of occurring in most circumstances. | MEDIUM<br>4            | MEDIUM<br>8  | HIGH<br>12   | EXTREME<br>16   | EXTREME<br>20                                |
| <b>Possible<br/>3</b>       | Might occur occasionally.                            | LOW<br>3               | MEDIUM<br>6  | HIGH<br>9  | HIGH<br>12  | EXTREME<br>15                                |
| <b>Unlikely<br/>2</b>       | Could occur at some time, doubtful.                  | LOW<br>2               | MEDIUM<br>4  | MEDIUM<br>6  | MEDIUM<br>8   | HIGH<br>10                                   |
| <b>Rare<br/>1</b>           | May occur but only in exceptional circumstances.     | LOW<br>1               | LOW<br>2   | LOW<br>3   | MEDIUM<br>4   | MEDIUM<br>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<br>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<br>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<br>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.<br>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<br>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**.