NSW Department of Education

Work Health and Safety

# Risk assessment plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School/workplace | TBA | | | Condition, task, activity or event | Hunter Valley Mini EV Festival boat construction and testing at school  Hunter Valley Mini EV Festival competition day |
| **Principal/workplace manager** | TBA | | |
| **Assessed by** | TBA | **Date** |  | **Location** | TBA |
| **Approved by** | TBA | **Date** |  | **Review date** | TBA |
| **WHS Risk Register update** | TBA | **Date** |  | **Prepared in consultation with** | TBA |

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? |
| **Hunter Valley Mini EV Festival boat construction and testing at school** | | | | | | | |
| Use of tools: Practical work involving a children’s hacksaw, metal files and sand paper. | Risk of minor cuts or abrasions from blade contact | **6** | Provide safety instructions before use.  Ensure students use the tool with a proper grip.  Supervise closely when in use.  Use a vice or clamp to secure materials.  Provide safety gloves if necessary.  Teach proper handling techniques.  Ensure files are used away from the body.  Provide safety goggles to prevent debris from entering eyes. | **2** | Supervising teacher | At least 5 days before planned activity |  |
| Paddle pool of water for testing boats. | Risk of slipping, splashing, or contamination | **4** | Supervise students at all times. Keep water in a designated area on a stable surface.  Ensure students walk carefully near the pool.  Limit access to the water to avoid unnecessary splashing.  Clean up spills immediately. | **1** | Supervising teacher | At least 5 days before planned activity |  |
| **Hunter Valley Mini EV Festival competition day** | | | | | | | |
| Car/Bus travel | Vehicle accidents  Parent consent  License and insurance do not meet requirements.  Child protection | **3**    **2**  **3**  **3** | Written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained.  The driver is licensed and, if issued with a provisional licence, complies with any relevant peer passenger conditions.  The vehicle is registered.  The number of passengers in the vehicle does not exceed the number of seatbelts.  Current driver's licence and car registration details have been sighted by the school prior to giving permission for students to be transported in the vehicle.  All parents, caregivers or volunteers who transport students in cars have completed a *Working with Children Check, Appendix 5 – Declaration for volunteers and contractors* prior to the excursion.  [Excursions Policy Implementation Procedures](https://education.nsw.gov.au/policy-management-schools/excursions?utm_source=week7term122&utm_medium=staffnoticeboard&utm_campaign=EDConnectNewsletter&utm_content=StudentManagementAndWellbeing_RevisedExcursionPolicyMakesPlanningEasier_RevisedExcursionsPolicyPage)  Drivers licence  Car registration  Working with Children Check, Appendix 5 – Declaration for volunteers and contractors  Spread of COVID-19 – Stay at home if unwell.  [Road Safety Education, Driver Education and Training Policy](https://education.nsw.gov.au/policy-library/policies/road-safety-education-driver-education-and-training-policy)  [Legal Issues Bulletin 8 - *Claims for loss of or damage to personal property and use of private motor vehicles by staff, parents and students*](https://education.nsw.gov.au/about-us/rights-and-accountability/media/documents/public-legal-issues-bulletins/LIB-8-Claims-for-loss-of-or-damage-to-personal-property-and-use-of-private-motor-vehicles-by-staff,-parents-and-students.pdf)  [Legal Issues Bulletin 24 - *Use of cars at work*](https://education.nsw.gov.au/about-us/rights-and-accountability/media/documents/public-legal-issues-bulletins/LIB-24-Use-of-cars-at-work.pdf) | **2**  **2**  **1**  **2** | Principal &  Stage AP | At least 14 days prior to excursion |  |
| Injury and emergency management | Sprains, stains, concussion, fractures, superficial abrasions  Exposure to sun, dehydration, heat exhaustion, heat stroke  Anaphylaxis , allergies and other health conditions | **3**  **8** | Staff trained in first aid, CPR, emergency care, anaphylaxis and emergency response procedures.  Ensure staff and students are aware of emergency response procedures.  Identify students with known medical conditions and ensure appropriate medication/treatment is available (epipens, asthma puffers etc.).  Portable First Aid Kit is taken to the Camp/Walks and contains a general use epipen.  ASCIA plans and other emergency response plans for students are available to staff.  Staff and students aware of first aid facilities at the venue.  Emergency contact details for all staff and students.  Ensure effective communication systems are in place.  Report any serious injuries to the Incident Report and Support Hotline 1800 811 523.  Students briefed to drink plenty of water and drink breaks in place.  Should an injury occur involving bleeding these procedures should be followed:   * All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly. * Participants who are bleeding must have the wound dressed and securely covered. * Any blood covered body area (and surface area where appropriate), must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity. * Where possible, ice should be available for the treatment of injuries.   [Incident Notification and Response Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/incident-reporting)  [WHS Training Requirements](https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/training-and-induction/FACT038_WHSTRAINING.pdf)  [Staff Training Guide](https://education.nsw.gov.au/teaching-and-learning/professional-learning/mypl/department-and-legislative-requirements)  Training Register  First Aid Plan  Portable first aid kit  Emergency Management Plan  [Infection Control Procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control) | **2**  **6** | All staff | Prior to and during excursion. |  |
| Diet and food during excursion | Student allergies to certain food products | **8**  **8** | Obtain information about student allergies to certain food products.  Brief students on not eating or sharing nuts before going into venues.  Confirm appropriate food with parents/carers for student with allergies  Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers  Food brought by student should only be approved and provided by student’s parent/carer  Discuss with class groups about the importance only eating your own food provided.  Ensure a responsible adult is with each group of students and that someone trained in medical procedures (use of Epipen) attends.  Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment.  For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in bins. | **4**  **4** | Teachers | Prior to and during excursion. |  |
| Supervision | Insufficient supervision of participating students  Lost staff or student | **3** | Regular student head count and roll marked.  Buddy system.  Active supervision by staff.  Teachers Handbook  [Requirements for All Sport and Physical Activity](https://app.education.nsw.gov.au/sport/File/1449) | **1** |  |  |  |
| Student Behaviour | Poor student behaviour  Interpersonal issues | **3** | Student behaviour management plans are up to date and reviewed by all staff attending.  Known behaviours; current behaviour plan; communicated to all those who need to know i.e. activity provider, volunteers, bus driver.  DOE Student Behaviour Policy  <https://education.nsw.gov.au/policy-library/policies/pd-2006-0316-01>  Student Behaviour Management Plans | **2** | Stage AP &  All staff | Prior to and during excursion |  |
| Environmental Conditions | Adverse weather conditions e.g. Electrical Storm, Wet Weather, Hyperthermia / Heat Stroke.  Hot/Humid  Hypothermia  Dehydration  Sun Exposure | **6** | [Sun Safety Guidelines](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/student-safety/sun-safety)  Students are to be instructed to use adequate sun protection, e.g. an SPF50+, broad-spectrum, water-resistant sunscreen reapplied regularly.  Assess environmental conditions to determine the most appropriate action in the case of excessive heat conditions.  Staff and students advised to take water/drink bottles for hydration  Ensure drink breaks occur regularly (i.e. drink breaks are recommended every 30 minutes in conditions of extreme temperature) and drinks are available for individuals between drink breaks. | **2** | All staff | Prior to and during excursion |  |
| Child Protection | Exposure to inappropriate conduct and behaviour by adults | **3** | Check WWCC are in place for all instructors/leaders.  Active supervision by staff including bathroom/change areas.  Buddy system in place for use of facilities.  [Working with Children Check (WWCC) guidelines](https://education.nsw.gov.au/human-resources/probity/working-with-children-check) | **1** | Excursion Coordinator  Supervising Staff | Prior to and during the activity |  |

## 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](https://education.nsw.gov.au/inside-the-department/health-and-safety/our-services/contact-us/risk-management) for support and advice or contact the Incident Report and Support Hotline on **1800 811 523**.

**Communicate to -** Please ensure that you have read and understood. After, Please write your name, date and signature.

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| --- | --- | --- | --- |
| Name: | Date /Sign | Name | Date /Sign |
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