

Work Health and Safety  
**Risk assessment plan**

School/workplace	Camden Park Environmental Education Centre			Condition, task, activity or event	First Contacts
Principal/workplace manager	Nic Hall				
Assessed by	Nathan Matthews	Date	16/03/26	Location	CPEEC
Approved by	Nic Hall	Date	16/03/26	Review date	16/03/27
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?
Sheep Handling	Students knocked over by sheep Students contract zoonotic infection from sheep  Students affected by stinging weeds.	2	Students coached in sheep handling techniques, behaviour around animals, and ongoing supervision  Students wash hands before eating after handling animals  Maintain paddocks and areas of high use. Identify stinging weeds where appropriate.	1	CPEEC staff	Prior and duration of activity	Prior and duration of activity
Compound and paddocks	Students struck by vehicles in the compound  Snake bite	2	Display traffic control signage  Communicate with DPI staff to minimise vehicle entry while students are undertaking activities  Maintain learning spaces and perform site checks prior to use  Instruct students of potential snake threat and encourage vigilance.  First Aid kits and snake bite kits available	1	CPEEC 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
Wagon ride	Collision 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	CPEEC staff	Prior and duration of activity	Prior and duration of activity
Pitching tents	Hand injury from hammers	3	Demonstrate safe use of equipment  Students warned of hazards and students under constant supervision	2	CPEEC staff Visiting staff	Duration of activity	Duration of activity
Boomerang throwing	Impacted by boomerang	3	Procedure of throwing Boomerangs carefully controlled by CPEEC staff. Boomerangs only thrown in the one direction at the indication of CPEEC staff member conducting activity. No students to enter dangerous areas prior to CPEEC indicating it is safe to retrieve boomerangs	2	CPEEC staff Visiting staff	Prior to and during activity	Duration of activity

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Bullroarers	Hit by own/other students bullroarer	3	Demonstration of safe use Activity closely supervised Students use large open space when using bullroarer, ensuring no students are in close proximity to each other Bullroarers put into students bag at conclusion of activity for remainder of visit.	2	CPEEC staff Visiting staff	Prior to and during activity	Duration of activity

## 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.
<b>Almost certain</b> 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
<b>Likely</b> 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
<b>Possible</b> 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
<b>Unlikely</b> 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
<b>Rare</b> 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	<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. 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 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**.