

Work Health and Safety Risk assessment plan

School/workplace	Burwood Public School			Condition, task, activity or event	Inner West PSSA Zone Cross Country 29 May 2025
Principal/workplace manager	Kim Self				
Assessed by	Rebecca Mitchell	Date	28.4.25	Location	Campbell Park, Chiswick
Approved by	Kim Self	Date	1.5.25	Review date	29 May 2025
WHS Risk Register update		Date		Prepared in consultation with	Amenah Mourad (DP)

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?
Event Preparation	Schools are not informed of procedures. Excursion guidelines are not met	2	<ul style="list-style-type: none"> - All information is emailed to all attending schools prior to the carnival - Risk assessment zoom meeting is scheduled with all schools prior to the carnival. - Liaison with key stakeholders in communication of program procedures and requirements: *All IWPSSA schools/team managers/principals *Canada Bay Council (park booking) *Medifast (onsite medics) *PA People (PA system) *Students and school communities (via emails to schools) 	1	Event convenor	Prior to the carnival	
Coach transport to excursion venue	Boarding coach Vehicle Accidents Vehicle accident	2	<ul style="list-style-type: none"> - Schools to include bus transportation in their individual school risk assessment. 	1	Team Managers/ Excursion coordinator.	Prior to event Prior to booking During event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Walking to and from venue	Struck by vehicle on road	3	<ul style="list-style-type: none"> - Supervision to ensure students walking safely on footpath - Buses to drop off students on the field side of the park. - Two teachers to stop traffic/supervise students when crossing roads. Students cross roads at pedestrian crossings/traffic lights wherever possible 	2	Supervising teachers	During event	
	Slips or trips on footpath	4	<ul style="list-style-type: none"> - Remind students of behaviour expectations before leaving school - Supervision to ensure students walking safely on footpath - All schools to bring own first aid kit and kept with team manager 	3	Supervising teachers Team manager	During event	
The Venue	Hazards and/or obstacles on the course track and around the spectator area	6	<ul style="list-style-type: none"> - Entire area checked by carnival convenor prior to the event starting. Time: Signature: - Course checked prior to event for hazards. Possible hazards are removed. - Mark any hazards with red danger tape/orange cones to ensure students avoid these areas. - All equipment is secured. - All students to walk the course on the day prior to race start. 	4	Carnival Convenor Race Starter Course Marshals	Prior to and during the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> - Course clearly marked with cones. - Mass Start: Moved start to clearer open space. - Course Marshals ensure safety of students and direct students around the course. - Course Marshals and officials to bring and wear yellow vests to ensure student safety (students will then know who teachers are for help if needed). 				
Using the toilets at the venue	<p>Toilets are public</p> <p>Dangerous items left in toilets</p> <p>Members of the public using facilities and/or interacting with students</p>	2	<ul style="list-style-type: none"> - Carnival convenor to carry out an early safety check inspection of the toilets (for potential dangers/risks to students). Time: Signature: - Toilets are constantly monitored by IWPSSA teachers for the duration of the carnival. - Toilets are locked before and after the event. - Team managers to instruct students to walk with two other students when using the toilets and inform team managers/teacher on toilet duty if there are strangers hanging around the toilets. 	2	<p>Carnival Convenor</p> <p>All Team Managers</p>	<p>Prior to Event</p> <p>During Event</p>	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> - Students instructed to drink water before and after event. - Taps available for students to refill bottles as required. 				
Program Delivery	Injuries during the day: *Bitten/stung by insect *Allergic reactions to allergens at the park (pesticides, sprays etc) *Walking on uneven surfaces *cuts and abrasions *broken limbs *bruising	4	<ul style="list-style-type: none"> - Teachers have a list (with contact details) of students with anaphylaxis/allergy action plans. - All staff aware of the location of the onsite first aid area. - Team managers to ensure identified students have appropriate EpiPens and/or medication. - Ensure supervising teachers have up to date health and safety training. 	4	Team managers Principal	Prior to event	
	Students with identified medical conditions eg diabetes, epilepsy, asthma, anaphylaxis, allergies	4	<ul style="list-style-type: none"> - Team Managers responsible for storing and administering prescription medication for identified students from their school. - Ensure teachers administering prescription medication have up to date training. - Convenor to collate list of students with medical needs, information provided to course marshals and medics on day of carnival. - Information collected and securely destroyed at end of carnival. 	4	Team Manager Principal	During the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Competing	Injuries and/or illness sustained during race Eg Cramping and stitches Dehydration Heat stroke/sun stress Broken limbs Other incidents requiring first aid	6	<ul style="list-style-type: none"> - Students advised to warm up/down before and after race - Students advised to drink small amount of water before race - Course marshals clearly marked with hi-vis safety vests and positioned around track to provide assistance if/when required. - Course marshals to keep mobile phone with them at all times and are provided with convenors mobile number to request assistance/first aid if required. - External first aid providers on site. - Additional ice packs stored at recording desk. - If injured or unwell students, the closest course marshal to call convener or walk student back. 	5	Announcer Course Marshals Convenor External First Aid Provider	During the event	
Spectating Students sitting and cheering in school areas	Injuries and/or illness whilst spectating and before/after competing Eg Trip and fall over Asthma attack Hypo/hyperthermia Other incidents requiring first aid	6	<ul style="list-style-type: none"> - Team Managers aware of students' medical needs - Team Managers to carry school first aid kits at all times including general use EpiPen and asthma medication - External First Aid provider in attendance throughout event to manage incidents of illness/injury beyond scope of Team Managers duty of care 	5	Team Manager External First Aid provider	During the event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<ul style="list-style-type: none"> - Spare general use EpiPen kept at recording table 				
Infectious Disease	Illness Transmissions of infectious diseases	2	<ul style="list-style-type: none"> - Event is held at outdoor venue - Event follows up to date DoE and NSW Government infectious disease guidelines - Mask wearing encouraged for people who are unwell. - Staff, students and spectators with infectious disease symptoms are instructed not to attend event. - Students to remain in their allocated school area, unless participating in their race. 	1	Carnival convenor Team managers	During the event	
Student Behaviour	Student/s absconding from the area Student/s unprepared for the day Student/s are overwhelmed/overstimulated during the event	3	<ul style="list-style-type: none"> - All schools are responsible for providing the right supports for students who require additional supervision/support. Potentially including: *SLSO support *Parent in attendance *Sensory/fidget toys *Social stories 	2	Team Managers Principals	Prior to and during the event.	

Risk Assessment communicated to: All attending school representatives on risk assessment zoom meeting

Name	Attending Teacher	Date
Abbotsford Public School		
Ashfield Public School		
Burwood Public School		
Croydon Public School		
Croydon Park Public School		
Dobroyd Point Public School		
Drummoyne Public School		
Enfield Public School		
Five Dock Public School		
Haberfield Public School		
Russell Lea Public School		
Summer Hill Public School		

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: <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**.