



Sample risk management plan: managing exposure to allergens in the workplace

Work Health and Safety Directorate

Name of workplace: Iluka Public School

Name of workplace manager: Phil Bradmore

Risk assessment focus: Managing exposure to potential sources of allergens at Iluka Public School

Location/activity	Hazard identification Type/Cause	Current controls	Risk Assessment* Use matrix	Elimination or Control Measures	Who	When
Canteen – food allergy	Canteen sells produce containing allergy trigger food such as peanuts or tree nuts (walnuts, almonds, cashews, pistachios, and pecans), fish and shellfish, eggs, milk, sesame, or soy	Nil	1	<p>Where food is prepared on site, clearly label foods items on the menu, and at point of sale, as appropriate.</p> <p>Provide a list of students and what they are allergic to for the canteen manager</p> <p>Provide nutritious substitute non allergic food.</p> <p>Place a copy of the student's ASCIA Action Plan for Anaphylaxis (the emergency response plan) on the wall of the canteen out of site of students.</p> <p>Prevent cross-contamination during handling, preparation and serving of food e.g. Thorough hand washing before and after handling food, careful cleaning of food preparation areas including bench top areas and utensils before and after use or by preparing particular foods in a separate area.</p>	<p>Canteen Manager</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>“</p> <p>Canteen Manager</p>	<p>Immediate</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Curriculum	Allergens are used in curriculum activities such as cooking	Nil	1	To minimise the risk of exposure to a high risk allergen, schools should avoid the use of peanuts, peanut butter or other peanut products in curricular or extra-curricular activities. They should also review curriculum materials to make sure that they do not advocate the use of peanuts, peanut butter or other peanut products.	Principal	Immediate
Sharing lunches or class activities – food allergy	Student may share the lunch with allergic student which contains allergy triggers. Younger students may be unsupervised while eating some of their lunch	Discuss with students and emphasise the importance of not sharing lunches Class eats lunch in a supervised area only (lower primary)		Hold regular discussions with relevant classes about the importance of eating their own food and not sharing with their peers. Workplace and school community requested not to pack particular allergy foods such as peanuts, in consultation and in agreement with school community. Encourage parental involvement of allergic students on special days that involve food (birthdays etc). Reminders for students to wash hands before and after eating are displayed as posters around the playground.	Principal/ Classroom teachers	Ongoing Ongoing Ongoing
School and workplace grounds – insect bite and sting allergies	Overgrown grassed and garden areas with flowering shrubs that are attractive to bees and other biting or stinging insects. Other substances/areas attractive to insects/bees including pools of water, garbage bins and soft drinks.	General maintenance	3	Specify play areas that provide the lowest risk to the student and organise for the student and their peers to play there. Encourage students to wear appropriate clothing when outdoors including protective shoes and clothing. Avoid scented perfumes and toiletries that may attract insects and bees. Keep lawns and clover mowed and outdoor bins covered. Remove wasp nests.	Principal	Immediate Ongoing Ongoing Ongoing Ongoing

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Medication allergies	Students ingesting or inhaling other students medication brought from home without the knowledge of school staff	Medicines are secured	4	<p>Inform school community of school policy regarding administration of medications.</p> <p>Monitor implementation of the policy to minimise students bringing in unauthorised medications.</p> <p>Educate students and peers about the dangers of sharing medications.</p>	Principal	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Latex allergies	Employees who work with special care students and assist with toileting, etc.	Protective gloves provided	5	Provide protective gloving made of non-latex material.	Principal	Ongoing
Latex allergies	Food technology students	Protective gloves provided	5	Provide protective gloving made of non-latex material.	Class teacher	
	Sports activities Swimming caps and goggles provided for swimming events	Nil	5	<p>Provide swimming caps and goggles made of an alternative material.</p> <p>Exempt students with allergies from wearing latex swimming caps and goggles.</p>	Sports organiser	<p>Ongoing</p> <p>Ongoing</p>
Anaphylactic emergency	<p>Potential need to provide an emergency response</p> <p>Out of date auto injectors</p>	<p>Students diagnosed as being at risk of anaphylaxis have ASCIA Action Plan for Anaphylaxis and adrenaline auto-injector stored together in an accessible location</p> <p>Student also has individual health care plan</p> <p>One general use auto injector in first aid kit</p>	1	<p>Undertake risk assessment on additional general use aut- injectors needed and stock first aid kits accordingly.</p> <p>Monitor use by dates of all auto injectors and replace them by the use by date. In the case of students' personal auto injectors, remind parents to replace them by the use by date.</p>	<p>First aid officer</p> <p>First aid officer</p>	<p>Immediate</p> <p>Ongoing</p>

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Relevant additional information reviewed and attached:

Plan prepared by: Phil Bradmore *Position:* Principal *Date:* 11/5/21

Prepared in consultation with: WHS Consultant

Communicated to: IPS staff and posted on school website

Monitor and Review – Monitor the effectiveness of controls at staff meetings and change if necessary. Review the risk assessment if an incident or significant change occurs.

* Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, student group); this is a sample only

For further information about minimising risk of exposure to allergens see the student health section of the department's public schools website at:

<http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/anaphylaxis/minimisingrisks/index.php>

And the associated anaphylaxis pages at <http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/anaphylaxis/index.php>