



Risk management plan proforma

Work Health and Safety Directorate



Name of workplace: Tocal Homestead and farms

Name of workplace manager: Sandy Earle

Risk assessment focus: Farm field work

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Transport to and from Tocal	Slip/trip boarding transport	Observe conditions	4	Observe and convey to students trip hazards and / or slippery surfaces	Teachers and Tocal staff	During excursion
	Vehicle accident	Safest route to excursion discussed with transport operator	4	Ensure transport provider is licenced and maintains vehicles in safe condition + registered and insured.	Teachers	Prior to excursion / on booking
	Dangerous weather conditions	Consider whether it is safe to proceed	5	Review weather conditions on day of excursion		On day of excursion
Moving around Tocal Homestead and farms	Struck by vehicle on driveway or farm tracks	All sites are assessed for suitability	3	Teachers and staff attending to supervise excursion – activities set up away from vehicular access.	Tocal staff and supervising teachers	Advice given on arrival and observing of conditions and student behaviour
	Uneven path and obstacles	Transport remains on established tracks	5	Brief participants on rules and appropriate response to encountering wildlife or livestock		

Risk assessment focus: Farm field work

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
	Encounter wildlife including snakes	Students advised to be aware of potential risk of uneven paths and encountering wildlife, insects and farm animals, presence of electric fences and to prepare for forecast weather conditions. Student groups are counted on and off bus to ensure all students are accounted for before moving to next site.	5	Advise students not to touch any fences as some are electrified (activities will not intentionally be planning in areas where fences are electrified) Advise students to bring: <ul style="list-style-type: none"> • appropriate clothing including hats, sun-safe clothing and/or uniform, warm clothing as appropriate for time of year • drink of water and reminders to drink in breaks • rain coats – wet weather alternative available onsite Students with allergies or asthma identified and their own adrenaline autoinjectors, puffers and copies of their individual health plans, ASCIA action plans and any medication are to be taken on the excursion. General autoinjectors and puffers should also be taken. The adrenaline autoinjectors and puffers should be in reasonable close proximity to the students at risk of anaphylaxis and staff members are to be informed of their location. Staff members are to have current training on anaphylactic allergy reactions and its treatment. Awareness of local emergency services in the area and how to access them. Awareness of emergency procedures- anti-venom at Maitland/Newcastle Hospital. Teacher carries phone. Carry first aid kit. Enclosed footwear .Children told not to touch animals/ plants. Children instructed to stay away of obvious hazards.		throughout the day
	Encounter farm animals		5			
	Come in contact with electric fence		6			
	Adverse weather conditions		6			
	Exposure to sun and heat / cold weather		5			
	Exposure to insect bites and stings and including allergic reactions to plants		5			
	Becoming lost or isolated form the group		6			

Name of workplace: Tocal Homestead and farms

Name of workplace manager: Sandy Earle

Risk assessment focus: Farm field work

Location / Activity	Hazard Identification Type / Cause	Current Controls	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
				Advise students to remain with group		
Undertaking practical activities	Injury from inappropriate use of equipment	Age appropriate activities planned with safety of participants at forefront of planning	6	Brief participants on appropriate and safe use of equipment Monitoring of student behaviour and restrict access if irresponsible behaviour is observed.	Tocal staff and supervising teachers	During practical activities
Diet and food during excursions	Student allergic reaction to foods	Reinforce with students the need to follow school policies regarding food during excursions	5	Food brought by student should only be approved and provided by student's parent/carer 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	Teachers	Before and during excursion

Relevant additional information reviewed and attached:

Yes

No

Plan prepared by: Jo Hathway

Position: Project Officer, Education (excursion coordinator)

Date: 06/04/2018

Prepared in consultation with:

Communicated to: Sandy Earle

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)