

**RISK ASSESSMENT**

**Event date: June 16th, 2023**

**Banyula Farm Field Day: Farming for Climate Resilience and Productivity - Professional Development for Teachers**

<b>Event Location:</b>		Banyula Saratini Farm: 113 Stewarts Rd, Clunes NSW 2480			
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Transport	Traffic accident	5	<b>Substitution:</b> Commercial bus operator; <b>Engineering:</b> Seatbelts. <b>Administrative:</b> Transport NSW road rules, NSW police enforcement, Remain seated whilst the bus is in motion, do not distract the driver, HR licenced driver. <b>PPE:</b> wear covered clothing and footwear.	Bus co/PIEFA/ attendees	During event
Transport access	Slips, trips and falls	6	<b>Administrative:</b> Park off road and on a stable surface for entry/exit. Use hand rail on entry and exit. Bus hygiene and cleanliness. <b>PPE:</b> Covered footwear with appropriate tread.	Bus co/PIEFA	During event
Pedestrian access, locomotion and participation in presentations	Slips, trips and falls	4	<ul style="list-style-type: none"> <li><b>Isolation: Farm fencing used to prevent access to hazardous surfaces and obstacles</b></li> <li><b>Administration:</b> PIEFA will provide personnel for guidance to teachers walking during activities and meeting point/lunch areas. Ba</li> <li>Participants should ensure a level of concentration commensurate with the area in which they are walking</li> <li><b>Use of a traffic and orientation management plan – working site/traffic, 10 km/hr speed limit near buildings, 30km/hr on access roads</b></li> </ul>	PIEFA and attendees	On the day
Supervision	Being separated from group	6	<ul style="list-style-type: none"> <li>PIEFA staff lead the group during transitions and are familiar with tracks and terrain.</li> <li>Attendee roll/head count at transitions</li> <li>PIEFA staff schedule regular stops to check on group cohesion and maintain communication with individuals at the rear of the group.</li> <li>PIEFA staff carry mobile phones for communication in the case of emergency.</li> </ul>	PIEFA and attendees	On the day
Using shared toilet facilities	Hygiene	4	<ul style="list-style-type: none"> <li>Banyula site staff will pre-check toilets before the start of a session.</li> <li>Attendees advised to go to the toilet in designated toilet breaks.</li> <li>Hand sanitiser supplied for use</li> </ul>	PIEFA Attendees	On the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
COVID Guidelines	Cross infection	3	<ul style="list-style-type: none"> <li>Participants should not attend who have travelled overseas, been in contact with persons diagnosed with Covid-19 or are demonstrating any Covid-19 symptoms. All participants are to follow the directions of NSW Health</li> <li>If a PIEFA staff member or teacher shows any symptoms of Covid-19, it is the responsibility of PIEFA to identify and socially distance the person/s for the remainder of the excursion as far as reasonably practicable.</li> <li>PIEFA staff provide hand sanitiser for use and encourage regular use throughout the program/activity.</li> <li>The surfaces are cleaned with disinfectant / alcohol based wipes prior to the program</li> <li>PIEFA Staff provide enough supplies for one per participant, where practical, to reduce items being handed from one person to another, If supplies are shared the items are to be wiped with a disinfectant wipe before being used by the next person</li> <li><b>Vaccination as a preventative measure.</b></li> </ul>	PIEFA Infected person	Prior to boarding bus  On the Day
Extreme events/ evacuation	Fire/Bush fire Flood High wind Severe and inclement weather events	3	<ul style="list-style-type: none"> <li>PIEFA Staff will monitor severe weather via the Bureau of Meteorology weather alert and website.</li> <li>On severe weather days and on <b>Very High to Extreme</b> fire danger days, the PIEFA Staff may cancel or modify the event or activities.</li> <li>Weather conditions will be considered by PIEFA staff before undertaking activities.</li> <li>In the event of inclement/dangerous weather during a lesson or activity the PIEFA staff will modify or stop the activity and seek shelter.</li> <li>Activities under tree cover will not occur when high winds are over 65 km/hr (severe weather warning).</li> <li>In an emergency situation PIEFA staff and attendees/presenters will follow the direction of on-site safety officers and wardens.</li> <li><b>Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen.</b></li> </ul>	PIEFA Attendees	24 hrs prior  On the day
Exposure	Hypothermia	5	<ul style="list-style-type: none"> <li><b>Attendees will dress appropriately for the weather conditions on the day.</b></li> <li>St Johns Ambulance and PIEFA staff are first aid trained and have a thermal 'space blanket' in the first aid kit.</li> <li>PIEFA staff members will monitor attendees and conditions on the day.</li> </ul>	PIEFA/ St Johns Attendees	On the day
Exposure	Heat exhaustion Dehydration Sunburn	4	<ul style="list-style-type: none"> <li><b>All participants are required to bring at least one 600ml bottle of water.</b></li> <li><b>Attendees are encouraged to use sunscreen, hats and covered clothing.</b></li> <li><b>Short periods of exposure and regular transitions/access to shade.</b></li> <li>PIEFA staff members will monitor attendees and conditions on the day.</li> </ul>	PIEFA/ StJohns Teacher	On the day
Drone photos for media events	Injury from contact with drone	4	<ul style="list-style-type: none"> <li>Qualified operator/licensed.</li> <li>Flight plan established using site management plan.</li> <li>Exclusion zone utilised and maintained during use.</li> </ul>	PIEFA Presenter	On the day.

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Individual health needs	Health conditions e.g.: Asthma Allergies anaphylaxis.	3	<ul style="list-style-type: none"> <li>Attendees disclose known allergies/conditions requiring an individual health/allergy management plan and communicate requirements to PIEFA as needed.</li> <li>All health management plans and medications or treatments must be carried by the attendees on the day. (i.e. adrenalin, EpiPen™ dispensers).</li> </ul>	Attendees PIEFA/ St Johns	Prior On the day
Lunch	Allergic reactions Spread of disease Food poisoning	3	<ul style="list-style-type: none"> <li>Attendees identify dietary requirements/issues on registration.</li> <li>Preparation and serving of food will be carried out to the highest hygiene standards by commercial operators or participating volunteers/attendees.</li> <li>Food is supplied from commercial companies.</li> <li>First Aid Kit with EpiPen</li> <li>Personal hygiene – use wash basins and hand sanitiser</li> </ul>	PIEFA Attendees	Prior  On the day
BBQ	Explosion of LPG gas Bottles Burns	3	<ul style="list-style-type: none"> <li>Commercial providers will supervise the barbecues.</li> <li>Isolation of attendees</li> <li>All gas bottles comply with regulations.</li> </ul>	Providers	On the day
Biohazards	Insects Farm animals Snakes	4	<ul style="list-style-type: none"> <li>Attendees briefed on expected hazards such as ant nests, snakes.</li> <li><b>First aid kit - insect repellent, snake bite kit/compression bandage.</b></li> <li><b>St Johns Ambulance, PIEFA and Banyula staff First Aid trained</b></li> </ul>	PIEFA/ St Johns Attendees	On the day
The hazards listed cover all outdoor activities	Cattle, other livestock and Zoonosis/ biological disease – e.g. Q-fever and Leptospirosis	3	<ul style="list-style-type: none"> <li><b>Participants must wear sturdy, enclosed shoes and stay on walking tracks.</b></li> <li>Participants briefed by PIEFA staff as to the appropriate responses and reactions upon encountering livestock using low stress handling techniques.</li> <li>Attendees to <b>never</b> enter a paddock unsupervised by PIEFA staff</li> <li>Cattle yards/ race and crush operated by presenters/PIEFA or attendees under close supervision.</li> <li>Attendees to remain behind yard panels and exclusion fencing unless participating in activity.</li> <li>Assessment of livestock temperament by farm manager and environmental conditions.</li> <li>Animals fully vaccinated</li> <li>Practice good hygiene</li> <li>Livestock biosecurity – antiseptic footbath on entry and exit to site</li> </ul>	PIEFA/ St Johns Banyula staff Attendees	On the day

## Risk Reduction Control Measures for professional development activities across practical settings.

- PIEFA staff are trained in delivering education activities safely.
- St Johns Ambulance employed and PIEFA staff are First Aid trained.
- Attendees to acknowledge receipt, understanding and conditions in risk assessment on enrolment with initial on registration form.
- St Johns and PIEFA staff have first aid kits on hand and are in radio or mobile communication at all times.
- All attendees are advised to wear sun protection and appropriate PPE.
- Attendees are briefed on the specific risk(s) associated with an activity and the appropriate actions they will need to perform to minimise these risks.
- PIEFA staff to undertake safety 'Tool Box Talks' prior and on induction.
- PIEFA staff have a current Working with Children Check.
- During any incidents requiring evacuations on site, attendees will follow evacuation procedures of the relevant site/providing organisation.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long-term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is how seriously a person could be harmed	<b>Likelihood</b> - is an estimate of how probable it is for the hazard to cause harm			
<b>Legend</b>				
1 and 2	Extreme risk: deal with the hazard immediately			
3 and 4	Moderate risk: deal with the hazard as soon as possible			
5 and 6	Low risk: deal with the hazard when able			

Risk assessment matrix as provided by PIEFA and to be considered inline with school risk management policies and procedures.

**I acknowledge receipt of this risk assessment and will ensure all attendee responsibilities will be adhered to during the event.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Plan prepared by: PIEFA SFIRP Project Manager: Ben Holmes

Date: 12/4/2023 *Ben Holmes*

Review Date: 12/4/2024