

# RISK ASSESSMENT

**Event Title:** Maintaining Pollination for Plant Production using AI – Professional Development for Teachers

**Event Date:** February 26th, 2024

**Event Location:** Western Sydney University, Hawkesbury Campus, Bourke Street, Richmond NSW 2753



A project of the Primary Industries Education Foundation Australia

PIEFA's SFIRP program is funded by the Australian and NSW Government's Storm and Flood Industry Recovery Program.



Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Transport	Traffic accident	5	<ul style="list-style-type: none"> <li>• <b>Substitution:</b> Private or public transport at own risk</li> <li>• <b>Engineering:</b> Seatbelts</li> <li>• <b>Administrative:</b> Transport NSW road rules, NSW police enforcement, Suggest: Remain seated whilst the bus is in motion, do not distract the driver, HR licenced driver. Place bags in bag racks</li> <li>• <b>PPE:</b> wear covered clothing and footwear</li> </ul>	Transport NSW/ attendees	During event
Pedestrian access and participation in presentations	Slips, trips and falls	4	<ul style="list-style-type: none"> <li>• <b>Administration:</b> Follow WSU site risk management and emergency plans <a href="#">Risk Management   Western Sydney University</a></li> <li>• <b>Isolation:</b> Fencing/ barriers used to prevent access to hazardous surfaces and obstacles</li> <li>• <b>Engineering:</b> Hardened/textured surfaces provided for access</li> <li>• <b>Administration:</b> <b>WSU and PIEFA</b> to guide teachers walking during activities, meeting point/lunch areas. 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:</b> <a href="#">Parking and Traffic Policy   Western Sydney University</a></li> <li>• <b>PPE:</b> Covered footwear</li> </ul>	WSU/ PIEFA and attendees	Prior and on the day
Supervision	Being separated from group	6	<ul style="list-style-type: none"> <li>• <b>Engineering:</b> PIEFA staff carry mobile phones for communication in the case of emergency</li> <li>• <b>Administration:</b> PIEFA staff to lead the group during transitions. Attendee roll/head count at transitions. PIEFA staff schedule regular stops to check on group cohesion and maintain communication with individuals at the rear of the group</li> </ul>	PIEFA and attendees	On the day

Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Biohazards/ biosecurity	Insects, farm animals, snakes	4	<ul style="list-style-type: none"> <li>• <b>Administration:</b> Attendees briefed on expected hazards if any from WSU advice. PIEFA and WSU staff First Aid trained – Follow WSU advice <a href="#">First aid   Western Sydney University</a>, Biosecurity protocols WSU <a href="#">Biosecurity &amp; Environmental Health   Western Sydney University</a></li> <li>• <b>PPE:</b> PIEFA First aid kit – insect repellent, snake bite kit/compression bandage</li> </ul>	WSU/PIEFA/ Attendees	WSU/PIEFA/ Attendees
Covid Guidelines	Cross infection	3	<ul style="list-style-type: none"> <li>• <b>Administration:</b> Participants should not attend who are demonstrating any Covid-19 symptoms. All participants are to follow the directions of NSW Health <a href="#">Covid 19   NSW Government</a> If a PIEFA/WSU 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 workshop as far as reasonably practicable. WSU cleaning schedules utilise disinfectant / alcohol based wipes prior to the program</li> <li>• <b>PPE:</b> PIEFA staff provide hand sanitiser for use and encourage regular use throughout the program/activity</li> </ul>	WSU/PIEFA Infected person	Prior to boarding bus/ on tour
Using shared toilet facilities	Hygiene	4	<ul style="list-style-type: none"> <li>• <b>Administration:</b> WSU cleaning staff/schedules. <a href="#">Cleaning   Western Sydney University</a> Attendees advised to go to toilet during designated breaks</li> <li>• <b>PPE:</b> Hand sanitiser supplied for use</li> </ul>	WSU/PIEFA/ Attendees	On the day
Extreme event/ evacuation	Fire/bush fire, flood, high wind, severe and inclement weather events	3	<ul style="list-style-type: none"> <li>• <b>Administration:</b> PIEFA Staff will monitor severe weather via the Bureau of Meteorology weather alert and website. On severe weather days and on Very High to Extreme fire danger days, PIEFA Staff may cancel or modify the event or activities. Weather conditions will be considered by PIEFA staff before undertaking activities. In the event of inclement/dangerous weather during a lesson or activity the PIEFA staff will modify or stop the activity and seek shelter. Activities under tree cover will not occur when high winds are over 65 km/hr (severe weather warning). In an emergency situation PIEFA staff and attendees/presenters will follow the direction of on-site safety officers/ wardens. <a href="#">Emergency Response Guidelines   Western Sydney University</a></li> <li>• <b>PPE:</b> Attendees will need to wear clothing suitable for the weather conditions on the day, for example Raincoat, jacket, hat, covered shoes and sunscreen</li> </ul>	WSU/PIEFA/ Attendees	24 hrs prior and on the day

Activity	Hazard Identification	Risk Assessment	Elimination or Control Measures	Who	When
Individual health needs	Health conditions e.g. Asthma, Allergies, Anaphylaxis.	3	<ul style="list-style-type: none"> <li><b>Administration:</b> Attendees disclose known allergies/conditions requiring an individual health/allergy management plan and communicate requirements to PIEFA on registration form. 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	Prior and on the day
Exposure	Heat exhaustion, Dehydration, Sunburn	4	<ul style="list-style-type: none"> <li><b>Administration:</b> Short periods of exposure and regular transitions/access to shade. PIEFA staff members will monitor attendees and conditions on the day</li> <li><b>PPE:</b> All participants are required to bring at least one 600ml bottle of water. Attendees are encouraged to use sunscreen, hats and covered clothing</li> </ul>	WSU/ PIEFA/Teachers	On the day
Lunch	Allergic reactions, Spread of disease, Food poisoning	3	<ul style="list-style-type: none"> <li><b>Administration:</b> Attendees identify dietary requirements/issues on registration, dietary needs communicated to caterer 7 days prior. Individuals to identify appropriate meals. Preparation and serving of food will be carried out to the highest hygiene standards by commercial operators. Maintain personal hygiene – use wash basins and hand sanitiser</li> <li><b>PPE:</b> First Aid Kit with EpiPen</li> </ul>	WSU/PIEFA/ Attendees	Prior and on the day
Participation in activities and tours	Personal injury	6	<ul style="list-style-type: none"> <li><b>Administration:</b> Risk assessment or use of SOP for skills based activities using equipment or materials. Supervision during tours or activities.</li> <li><b>PPE:</b> supplied if relevant</li> </ul>	WSU/PIEFA/ Attendees	On the day

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

- PIEFA staff are trained in delivering education activities safely and have a current Working with Children check
- PIEFA and WSU staff are First Aid trained and have first aid kits on hand and are in radio or mobile communication at all times
- Attendees to acknowledge receipt, understanding and conditions in risk assessment on enrolment with initial on registration form
- PIEFA and WSU staff and 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
- WSU and PIEFA staff to undertake safety 'Tool Box Talks' prior and on induction
- 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
Severity – is how seriously a person could be harmed	Likelihood - 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 staff 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: \_\_\_\_\_

	Who	Date
<b>Plan prepared by:</b>	PIEFA SFIRP Project Manager - Ben Holmes	18/12/2023 <i>Ben Holmes</i>
<b>Plan communicated to WSU:</b>	David Randall	18/12/2023
<b>Plan to be reviewed:</b>		18/12/2024