

Department of Education Risk Management Plan: Hagley Farm School (HFS) and HFS Visitor Centre

Last Update: 18/8/2020

For use by Hagley Farm School (HFS) staff, HFS Visitor Centre staff (including visiting groups) and HFS Farm Operator



<p>Risk Assessment purpose:</p> <p>Provide guidelines for safe access, participation and engagement in the Hagley Farm environment as a part of the RSF Initiative.</p>	<p>Stakeholders:</p> <p>School Principal – J. Viney</p> <p>School Leadership Team</p> <p>Food and Fibre Production Teachers</p> <p>HFS VC staff</p> <p>HFS Farm Operator</p> <p>RSF Network Leadership Team</p>	<p>Context/Background:</p> <p><i>This RSF Risk Management Plan has been developed in consultation with Food and Fibre Production teachers across the state. It provides a reference point for all persons accessing school farm sites, specifically when working with students at that site. It acknowledges that school farm sites pose risk factors to all users and provides guidance for risk treatment actions.</i></p> <p><i>This RSF Risk Management Plan is based on and guided by the DoE recommendations.</i></p> <p><i>This RSF Risk Management Plan is intended to act as a guide. This RSF risk management plan may be used to develop or support visiting schools own risk management plans. No risk events should be removed from this plan for individual school use.</i></p> <p><i>This RSF Risk Management Plan is intended to be regularly updated as new risks emerge and actions are developed to treat that risk. All updates should be completed by RSF Network Leadership Team and shared with relevant stakeholders.</i></p> <p><i>Risk events of relevance to the HFS farm environment are contained within this document. The HFS farm environment also refers to all areas and activities that are conducted for visiting groups by the HFS Visitor Centre. Risk events considered not applicable to this environment are shaded and noted.</i></p> <p><i>Update August 2020: In line with DoE expectations it is recommended that all school farm sites have a COVID safety plan aligned with their School COVID safety plan. A copy of these plans can be made available to other organisations when visiting the school farm site.</i></p>
<p>Preparing School/ team:</p> <p>Hagley Farm School VC staff with support from RSF Network Leadership Team.</p>	<p>Associated Documents:</p> <p>School TAEF Implementation Plan</p> <p>School validation forms and permission forms</p> <p>Existing or other risk management plans</p> <p>Hagley Farm School COVID safety plans 18/8/20</p>	
<p>Created By:</p> <p>RSF Network Leadership Team.</p> <p><i>*Adapted from SHS RMP 7-10 (2018)</i> <i>Author K. Rattray</i></p> <p>Version: 4</p>		

#	Risk (What event can occur that can result in undesirable consequences? Include causes where possible)	Consequences/ Outcome if the risk occurred (what is the impact of things going wrong)	Existing risk treatment actions (what are we already doing to reduce the likelihood of risk or impact of consequences if event occurs?)	Current risk rating			Details of proposed (additional) risk treatment actions (ARTA)	Managed risk rating		
				Consequence	Likelihood	Risk rating		Consequence	Likelihood	Risk rating
1.	All risk factors are elevated due to inappropriate teacher-adult/student ratio.	<ul style="list-style-type: none"> Any of the outcomes listed below Learning program is compromised Community concern or backlash Possible adverse media coverage 	<ul style="list-style-type: none"> It is recommended that for each class participating in educational activities on a school farm there is a minimum of two adults present, one of whom must be a teacher. Where students are supported by a specified adult, that adult must attend any educational activity on a school farm with the student. Teacher-adult/student ratio is checked before travelling to, or conducting any educational activity on the school farm. The Principal should consent to any reduced teacher-adult/student ratio approval. 	3	3	M	<ul style="list-style-type: none"> Principal approval/acceptance of responsibility required for reduced teacher-adult/student ratio. Discuss with Principal/ Leadership team/RSF Network Leader HFS VC Expert teacher leads groups on farm environment HFS Food and Fibre teacher leads groups on farm environment 	3	2	M
2.	Student suffers an anaphylactic allergic reaction within farm environment.	<ul style="list-style-type: none"> Hospitalisation Death or severe permanent disability 	<ul style="list-style-type: none"> Student with a known anaphylactic allergy risk potentially found on the farm to be risk assessed with regard to visits to the farm. Student should carry Epipen with them. A student displaying signs of anaphylactic reaction will initially be managed with first aid by the adult. Adult to dial 000 and contact school. Copy of student Medical Action Plans (MAP) available at the farm. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	4	1	M	<ul style="list-style-type: none"> Principal approval/acceptance for student to visit farm Discuss with Principal/ Leadership team Epipen 	4	1	M
3.	Student loses consciousness in water or drowns.	<ul style="list-style-type: none"> Severe injuries or hospitalisation. Death or severe permanent disablement. Adverse media coverage 	<ul style="list-style-type: none"> Students are made aware of any open or accessible water sources on the farm. Water sources on the farm should be adequately fenced where possible. Students are instructed on the hazards of open or accessible water sources. Students must have a partner if working near an open or accessible water source. Students working near an open or accessible water source must be closely supervised by an adult. Students must not swim in open or accessible water sources on the farm. Teacher-adult to be first aid trained and carry mobile phone. 	4	1	M	<ul style="list-style-type: none"> Map of open or exposed water sources. Teacher aware of all open and exposed water sources on farm and the danger each poses. Consideration given to 'fencing off' of potential water hazards Consideration given to teacher accompanying students to hold current Bronze Medallion certification 	3	1	L

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			<ul style="list-style-type: none"> Onsite first aid kit. 							
4.	Student operation of tractor/vehicle in farm area. <i>HFS students are not permitted to operate tractors or farm vehicles</i>	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. Death or severe permanent disablement. 	<ul style="list-style-type: none"> Students are not permitted to drive or ride on any farm vehicle, implement, attachment or farm trailer, <u>except as part of a designated training course and under direct supervision of an instructor.</u> Students must remain at a monitored, safe distance from the vehicles whilst being operated by the teacher or competent operator. PTO driven equipment only used in the presence of students when supervised by an adult and when a safe distance is maintained. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. Adequate supervision by all adults. 	4	1	M	<ul style="list-style-type: none"> Monitor risk on an ongoing basis. <i>Transport Tas recommends persons operating a tractor must be over the age of 16 and must at least hold a learner's licence.</i> 	4	I	M
5.	Student suffers some degree of electrocution.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. Death or severe permanent disablement. 	<ul style="list-style-type: none"> All electrical-powered equipment has current 'Tested and Tagged' status in line with school policy. All power tools to be inspected prior to use and if defective placed out of service and not used. Students are instructed on safe use of appropriate electrical-powered equipment and associated risks. All GPO will be protected by RCD (Earth leakage). Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. Farm infrastructure is updated via school TAEF implementation plan. 	4	1	M	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis. 	4	1	M
6.	An accident occurs whilst walking to, or from the school farm.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. Death or severe permanent disablement. Multiple deaths or severe permanent disablement 	<ul style="list-style-type: none"> Student attendance noted prior to leaving school via checklist. Teacher explains expected appropriate behaviour before walking. Students must maintain an appropriate level of behaviour whilst walking. Adults wear appropriate safety vest whilst walking. Students wear appropriate safety vests whilst walking (where applicable). Teacher to dial 000 and contact school in case of emergency. 	3	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis. Principal signs off that risks and risk management is appropriate. Adults accompanying students are recommended to wear safety vests when crossing roads. 	3	1	L

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			<ul style="list-style-type: none"> Teacher-adult to be first aid trained and carry mobile phone. 							
7.	Vehicle transporting students to, from or on the farm is involved in an accident. *** Note. This section is directly relevant to the traditional Hagley Farm Tractor-trailer ride.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. Death or severe permanent disablement. Multiple deaths or severe permanent disablement 	<ul style="list-style-type: none"> Student attendance noted prior to leaving school via checklist (where required). Teacher explains expected appropriate vehicle behaviour. Students must maintain an appropriate level of conduct whilst on vehicle. Students are not permitted on the vehicle unsupervised. Vehicle driven by an adult in a manner to avoid collision or accident. Vehicles are maintained road worthy and registered. Buses to carry licenced number of passengers. Teacher to dial 000 and contact school in case of emergency Teacher-adult to be first aid trained and carry mobile phone. First aid kit accessible. 	4	1	M	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis Principal signs off that risks and risk management is appropriate. First Aid kit is accessible. Vehicle driver to adjust speed of vehicle in response to perceived driving conditions. Vehicle driver regularly stops to check on student welfare and assess conditions/hazards 	3	1	L
8.	Student suffers from a pre-existing medical condition.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. Death or severe permanent disablement. 	<ul style="list-style-type: none"> Students pre-existing medical conditions risk assessed prior to visit to school farm. Participation in program negotiated and written permission from parents. Teacher to be aware of pre-existing medical conditions. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	4	1	M	<ul style="list-style-type: none"> Principal approval for students with pre-existing medical conditions to visit school farm. If appropriate, medication must be taken with student. 	4	1	M
9.	Animal welfare.	<ul style="list-style-type: none"> Animals are neglected or harmed, either intentionally or unintentionally Learning program is compromised Community concern or backlash Possible adverse media coverage 	<ul style="list-style-type: none"> Animal welfare practices are discussed and reviewed on a regular basis. Students are taught the RSPCA '5 Freedoms of Animals' across all RSF schools. Adequate adult supervision by all students when working with animals. Animals sold are done so with guidance from appropriate Legislation. Stray dogs near property are immediately reported to school and then to local council. 	4	1	M	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis. Principal signs off that risks and risk management is appropriate. 	4	1	M

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			<ul style="list-style-type: none"> School developed 'Animal Holiday Period Care Plan' in consultation with Principal. 							
10.	Biosecurity.	<ul style="list-style-type: none"> Biosecurity expectations and guidelines are breached Learning program is compromised Community concern or backlash Possible adverse media coverage 	<ul style="list-style-type: none"> Biosecurity plan is developed and implemented for farm. Biosecurity guidelines are visible and in place on farm. Biosecurity awareness is taught to students. Biosecurity awareness is offered and recommended to teachers through professional learning. RSF Statewide Curriculum Co-ordinator liaises regularly with DPIPWE. School contacts DPIPWE in case of serious breach. 	4	1	M	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	4	1	M
11.	<p>Student suffers an injury from operating small engine machinery: rotary hoe; line trimmer; lawn mower (non-propelled)</p> <p><i>HFS students are not permitted to operate small engine machinery.</i></p>	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. 	<ul style="list-style-type: none"> All small engine equipment has been maintained according to manufacturer's specifications. All small engine equipment to be inspected prior to use and if defective placed out of service and not used. Students are instructed on safe operation of appropriate small engine equipment according to manufacturer's directions. Appropriate PPE is provided and used by operators: cut resistant trousers for line trimmer; hearing and eye protection for all small engine machinery. Teacher-adult to be First aid trained and carry mobile phone. Onsite first aid kit. Farm infrastructure is updated via school TAEF implementation plan. 	3	2	M	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis. 	3	2	M
12.	Student suffers an allergic reaction to the farm environment.	<ul style="list-style-type: none"> Minor injury (allergic reaction) requiring first aid. 	<ul style="list-style-type: none"> Students reporting minor allergic reactions are provided first aid treatment by teacher on site or school called for support. Students displaying signs of allergic reaction will be treated with first aid by the teacher, school and/or emergency services contacted by teacher. Students with a known allergy risk potentially found on the farm to be risk assessed. 	1	3	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	3	L

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			<ul style="list-style-type: none"> Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit available. 							
13.	Student contracts an infection or disease from livestock.	Infection and/or illness requiring time off school.	<ul style="list-style-type: none"> Students are instructed in correct and effective hygiene practices when working with livestock. Students are provided with hand wash areas and sanitiser. Livestock are regularly vaccinated to prevent contractible diseases. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	3	L
14.	Student is injured by a thrown object, e.g. rock.	Minor injury requiring first aid. Injuries requiring time off school.	<ul style="list-style-type: none"> Students instructed in appropriate behaviour at school farm. Learning programs are planned to maximise student engagement. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	2	2	L	<ul style="list-style-type: none"> First aid kit available Discuss with Principal/ Leadership team 	1	3	L
15.	Students slips, trips or falls on un-even paddocks, laneways, roadways, yards, ground.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students are advised of uneven surfaces (signage and yellow markings). Students are to wear appropriate footwear. Students to move in a sensible manner to avoid injury – no running or jumping objects. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. Farm infrastructure is updated via school TAEF implementation plan 	1	3	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis First Aid kit available 	1	3	L
16.	Student falls from a height, e.g loading ramp, hay bales or tree.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students are instructed not to jump from heights – eg loading ramp. Students are instructed not to climb trees. Students are instructed not to climb bales. Student are to be adequately supervised when working in barns. Loading ramp to have a hard barrier installed and caution signs in place when not in use. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis First Aid kit available 	2	2	L

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17.	Student/teacher is injured due to unsafe floor surfaces.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students advised of uneven floor surfaces Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. Farm infrastructure is updated via school TAEF implementation plan. 	2	2	L	<ul style="list-style-type: none"> On-going maintenance and repair of surfaces First Aid kit available 	2	2	L
18.	Student is injured whilst handling livestock eg kicking, crushing, biting, butting, knocked over.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students are instructed and trained in safe livestock handling procedures prior to handling livestock. Only students deemed competent by the teacher in livestock handling are to assist with livestock procedures in confined spaces (eg yards). Students involved in livestock handling procedures are deemed low risk and safe by the teacher. Students to maintain a safe working distance from livestock as deemed by the teacher. Students observing livestock procedures to remain in designated 'safe zones'. Students are instructed not to approach or enter paddocks/yards/laneways with livestock that pose a charging threat (eg. bulls, calving cows or cows with young calves). Any stock deemed to be unsafe or of unsound temperament will be isolated, returned to owner or culled. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis First Aid kit available Specific risk Management Plans are written for students attending cattle handling events such as Agfest, Launceston Show 	2	2	L
19.	Student is injured by farm machinery and/or plant.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> All farm machinery/implements are stored to prevent injury to students. Students are not permitted to access implement/machinery storage areas unless directed by the teacher. All farm plant/machinery is annually audited for safety and maintenance undertaken as required. Any machinery/plant/implement deemed unsafe is to be removed and tagged 'DO NOT USE'. Students must be instructed in the safe operation of farm plant/machinery. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	1	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis First Aid kit available 	1	1	L

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20.	Student is exposed to, or poisoned by chemicals. <i>HFS students are not permitted to have access to chemical NOR is chemical use permitted near students.</i>	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. 	<ul style="list-style-type: none"> Students are not permitted administer veterinary chemicals, unless involved in a specific supervised <u>training program</u>. Students are not permitted to use herbicides or pesticides, unless involved in a specific supervised <u>training program</u>. All chemicals are kept in a locked area and in original containers. MSDS are available onsite for all chemicals. A chemical inventory is maintained and kept up to date. Any broad-acre or spot spraying is to be conducted at times when students are not in attendance at the farm. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	3	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	3	1	L
21.	Student is hit or run over by vehicles entering the farm area.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. 	<ul style="list-style-type: none"> Students are instructed to remain clear of roadways and moving vehicles. Designated car park traffic management plan and signage. All visitors to be made aware children in the area. Appropriate speed limit/caution signs visible Adequate supervision by all adults. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	3	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	3	1	L
22.	Student is injured or trapped by fire.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries or hospitalisation. 	<ul style="list-style-type: none"> Students are not involved in any ‘burn off’ activity or lighting of fires. Students instructed on fire evacuation procedures. Fire extinguishers are available and have up-to-date tagging. Emergency procedures displayed. Students know where the emergency assembly area is located. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	3	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	3	1	L
23.	Student touches electric fence.	<ul style="list-style-type: none"> Minor injury requiring first aid. 	<ul style="list-style-type: none"> Students instructed on use and risks of electric fences. Students instructed on location of electric fences at farm. 	1	3	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	3	L

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			<ul style="list-style-type: none"> All electric fences to be marked with 'ELECTRIC FENCE' placards. 							
24.	Student is injured by an exposed sharp object, eg old nails, etc.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students advised of presence of sharp objects and instructed to wear appropriate footwear. PPE will be issued where required i.e. Safety glasses, gloves, hearing protection and particle masks. Sharp objects to be removed or protected to avoid injury. Objects with the potential to cause injury to be reported to teacher. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. Farm infrastructure is updated via school TAEF implementation plan. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	2	2	L
25.	Student injured by falling from fences, gates or rails.	<ul style="list-style-type: none"> Minor injury requiring first aid. 	<ul style="list-style-type: none"> Students are instructed to enter paddocks/yards by opening gates rather than climbing over gates or fences. Students instructed not to climb fences, gates or rails, unless deemed necessary and safe by the teacher. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	1	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	2	L
26.	Students injured or crushed by a falling object eg stored hay bales, tree limbs.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students are instructed in the risk of falling objects, especially on days of high wind. Students are to be under direct adult supervision when in areas that objects are stacked, i.e barns. Students are reminded not to climb trees on school farm. Trees on the school farm must be monitored and checked for risk. If necessary, safety reports are generated and school notified. Trees or tree limbs that are deemed to be dangerous are removed. Farm infrastructure is updated via the TAEF Implementation Plan 	1	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	2	L

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27.	Student is injured by gardening tools and/or equipment.	<ul style="list-style-type: none"> Minor injury requiring first aid. 	<ul style="list-style-type: none"> Students are instructed in the safe use of garden tools and equipment. PPE will be issued where required i.e. Safety glasses, gloves, hearing protection and particle mask. All tools to be returned to storage area and safely stored after use. All tools not in use to be stored or positioned in a safe manner. Work and storage areas in be kept tidy at all times. All defective tools will be placed out of service and not used. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	1	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	2	L
28.	Students injured by insects / snake bites.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students instructed not to approach potentially dangerous or poisonous animals/insects. Students instructed to report potentially dangerous or poisonous animals/insects to the teacher. Teacher to relocate or organise removal of such animals as necessary. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	2	2	L
29.	Students may be exposed to extreme hot weather conditions.	<ul style="list-style-type: none"> Minor injury requiring first aid. 	<ul style="list-style-type: none"> Students instructed on UV/sun protection. Teacher to wear UV/sun protection. Students, teacher provided with sunscreen. Teacher to modify farm activities as determined by weather conditions. Students to carry water bottle for extended periods at the farm. Teacher-adult to be first aid trained and carry mobile phone. 	1	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	1	L
30.	Students may be exposed to extreme cold/wet weather conditions.	<ul style="list-style-type: none"> Minor injury requiring first aid. 	<ul style="list-style-type: none"> Students instructed on rain/cold weather protection. Teacher to modify farm activities as determined by weather conditions. Students to wear gumboots, wet and/or cold weather clothing. Farm infrastructure is updated via school TAEF implementation plan. 	1	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	1	1	L

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31	Student is injured by other students.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Adequate supervision by all adults. Students are regularly reminded of behaviour expected when visiting the farm. Students who pose a risk to self or others will not be permitted onsite. School contacted for support. Students who continue to exhibit unsafe behaviour will not be permitted in Agriculture Programs/farm visits. Teacher-adult to be first aid trained and carry mobile phone. 	2	2	L	<ul style="list-style-type: none"> Principal/ Leadership Team approval/acceptance for student to visit farm. 	2	2	L
32.	Student is injured whilst manual handling.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Severe injuries, hospitalisation with long recuperative period. 	<ul style="list-style-type: none"> Students to be instructed in safe manual handling techniques. PPE will be issued where required i.e. Safety glasses, gloves, hearing protection and particle mask. Students use safe manual handling techniques. A trolley to be used to move heavy items. Two person lift used as appropriate. Teacher-adult to be first aid trained and carry mobile phone. 	3	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	3	1	L
33.	Student injured whilst undertaking in fencing or fence maintenance activity.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. 	<ul style="list-style-type: none"> Students to be instructed on safe operation of fence equipment and materials. Students to wear eye protection while carrying out fencing operations. Students to wear hand protection while handling and using fencing equipment and materials with potential to cause harm. Teacher-adult to be first aid trained and carry mobile phone. Onsite first aid kit. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	2	2	L
34.	Students do not follow the student induction guidelines adequately.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Learning program on school farm is compromised. 	<ul style="list-style-type: none"> Teacher to undertake the School Farm Induction process prior to or during a class' first visit to the farm. Students undertake and sign off on the School Farm Induction prior to or during their first visit to the farm. School contacted for student support. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	2	2	L
35.	Teacher is injured whilst supervising a class.	<ul style="list-style-type: none"> Minor injury requiring first aid. Injuries requiring time off school. Learning program on school farm is compromised 	<ul style="list-style-type: none"> The other adult or a 'responsible student' is nominated in each class to carry out emergency procedure in the event of an injury or emergency involving the teacher. 	2	1	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis 	2	1	L

#	Risk (What event can occur that can result in undesirable consequences? Include causes where possible)	Consequences/ Outcome if the risk occurred (what is the impact of things going wrong)	Existing risk treatment actions (what are we already doing to reduce the likelihood of risk or impact of consequences if event occurs?)	Current risk rating			Details of proposed (additional) risk treatment actions (ARTA)	Managed risk rating		
				Consequence	Likelihood	Risk rating		Consequence	Likelihood	Risk rating
			<ul style="list-style-type: none"> Emergency procedures are displayed. Activities conducted on the farm are suspended. RSF Network Leaders contacted for consultation, and/or support. 							
36.	Learning program on the farm not operating.	<ul style="list-style-type: none"> Students deprived of learning program. 	<ul style="list-style-type: none"> Students are advised as quickly as possible. Alternative learning program offered. RSF Network Leaders contacted for consultation, and/or support. 	2	2	L	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis Teacher/school contacts RSF Leader 	2	2	L
37.	Single person dependency, including care for animals during weekends & holidays	<ul style="list-style-type: none"> Cessation of farming operations and learning program Health and wellbeing concerns for the educator 	<ul style="list-style-type: none"> Sustainable program and operations that can be transfer to a new educator and/or operator Recognition that person will retire or transfer in xxx years Forward planning clearly articulated in school TAEF implementation plan 	3	2	L	<ul style="list-style-type: none"> School leadership ensure appropriate school farm operational support Identification of potential educators and/or operators RSF Network support to source future replacements 	2	2	
38.	Deterioration of infrastructure	<ul style="list-style-type: none"> Disproportionately high cost of rectification Greater chance of personal injury Damaged reputation Detrimental to learning activities 	<ul style="list-style-type: none"> Access of annual funding through the RSF - Additional Resourcing School farm personnel identify infrastructure deterioration Provision of high quality facilities to support learning programs emphasised in TAEF Implementation plan 	3	3	M	<ul style="list-style-type: none"> School farm maintenance and development plan created and aligned to TAEF Implementation plan 	2	2	L
39.	Lack of information sharing between school farms across Tasmania	<ul style="list-style-type: none"> Less than effective farm management practices Financial inefficiencies Learning program and infrastructure developed in isolation with little connection to curriculum 	<ul style="list-style-type: none"> Access to and participation in the RSF Network PLC Access to regular professional learning and networking opportunities 	3	3	M	<ul style="list-style-type: none"> RSF Network and PLC to provide school farm management and development support materials and guidance RSF Network and PLC to develop effective communication and information sharing structures 	2	1	L
40.	Farming activities and allocated resources do not align with curriculum or other planned educational outcomes.	<ul style="list-style-type: none"> Farm activities consume resources to the detriment of other programs. Farm activities do not achieve desired educational outcomes. 	<ul style="list-style-type: none"> Farm activity aligned to curriculum and student learning through a TAEF implementation plan 	2	2	L	<ul style="list-style-type: none"> Curriculum Services to provide a Learning Area Planning Guide to further improve alignment of farming activity and curriculum/student learning Learning Area Planning Guide used to develop a school based scope and sequence of learning experiences 	2	1	L
41.	Non-compliance with WS&H legislation	<ul style="list-style-type: none"> Workplace Standards Tasmania intervention and possible fine Disruption to learning program 	<ul style="list-style-type: none"> General understanding of OH&S rules Reporting on DoE's incident reporting data base 	4	1	M	<ul style="list-style-type: none"> Accept risk level as is – monitor risk on an ongoing basis RSF Network and PLC to enable the sharing of relevant information and guidelines RSF Network and PLC to provide relevant training and PL opportunities 	2	1	L

#	Risk (What event can occur that can result in undesirable consequences? Include causes where possible)	Consequences/ Outcome if the risk occurred (what is the impact of things going wrong)	Existing risk treatment actions (what are we already doing to reduce the likelihood of risk or impact of consequences if event occurs?)	Current risk rating			Details of proposed (additional) risk treatment actions (ARTA)	Managed risk rating		
				Consequence	Likelihood	Risk rating		Consequence	Likelihood	Risk rating
42.	Inappropriate livestock handling	<ul style="list-style-type: none"> Injury to participants and livestock Damage to infrastructure Escaping animals (e.g. stock on road) Legal action against DoE Adverse media coverage, public scrutiny and damage to reputation 	<ul style="list-style-type: none"> Correct training of students, educators and support staff in the handling of animals Adequate & appropriate infrastructure incl. monitoring of fences and animal housing Appropriate planning enabled by the TAEF Implementation process 	4	1	M	<ul style="list-style-type: none"> RSF Network and PLC to enable access to and sharing of relevant information and guidelines RSF Network and PLC to support access to appropriate education through professional learning programs 	2	1	L
43.	Consumption and sale of animal produce	<ul style="list-style-type: none"> Potential spread of a disease Legal liability claim Adverse press coverage Shut down of farm and teaching activities 	<ul style="list-style-type: none"> Relevant Government department guidelines and documents are followed. As a general rule, produce is given away or sold on the assumption that the produce is fit for consumption by humans Produce from sick animals disposed of safely 	4	1	M	<ul style="list-style-type: none"> RSF PLC to provide access to relevant guidelines and policies RSF PLC to enable the sharing of relevant information 	2	1	L
44.	Loss of community support & volunteers	<ul style="list-style-type: none"> Curtailed of certain activities Increased reliance on financial funding 	<ul style="list-style-type: none"> Ongoing efforts to involve community and volunteers The development of stakeholder partnerships 	3	3	M	<ul style="list-style-type: none"> TAEF implementation planning provides opportunities to establish and describe stakeholder partnerships Clear guidelines and expectations for the engagement of volunteers that are communicated to all volunteers and stakeholder partners 	1	1	L
45.	Financial drain on school resources including unsound financial decisions	<ul style="list-style-type: none"> Curtailed of other educational activities Possibility of increasing costs to run farming operations 	<ul style="list-style-type: none"> Recognition that not all financial decisions are adequately costed School based financial management structures to oversee allocation of funding and expenditure Regular financial reporting by SBM to relevant staff 	3	2	M	<ul style="list-style-type: none"> RSF Network leadership to provide support to principals and other relevant school staff TAEF implementation planning to ensure collaborative decision making and prioritise expenditure targets 	2	1	L

Plan for Additional Risk treatments (note that one treatment may provide mitigation against multiple risks)

Details of proposed (additional) risk treatment actions (ARTA)	Additional resources required to implement (ARTA)	Person responsible for ARTA & target date	Notes (including critical dates)
1. Appropriate teacher/adult to student levels for all activities on the school farm. Two adults per class.	<ul style="list-style-type: none"> Staffing 	<ul style="list-style-type: none"> Principal Beginning of school year 	<ul style="list-style-type: none"> Discussion required to support planning and risk mitigation.
2. At least one teacher or adult working with students on school farm to be First Aid trained.	<ul style="list-style-type: none"> funding 	<ul style="list-style-type: none"> Food and Fibre Production Teacher 	<ul style="list-style-type: none"> First Aid qualifications updated yearly.
3. First Aid kit available and readily accessible on all school farms.	<ul style="list-style-type: none"> funding 	<ul style="list-style-type: none"> Food and Fibre Production Teacher 	<ul style="list-style-type: none"> First Aid kit maintained and updated as required as a part of the TAEF implementation plan.
4. RSF Network and PLC is established to support activity on school farms.	<ul style="list-style-type: none"> Funding for additional teaching staff (10 FTE) is provided and has been allocated through an endorsed model Funding for RSF Network and PLC activity provided and managed through the Curriculum Services unit and State-wide Coordinator. 	<ul style="list-style-type: none"> RSF State-wide Coordinator 	<ul style="list-style-type: none"> The State-wide Coordinator is appointed within the Curriculum Services Unit and works directly with school based teachers and leadership, including principals. Three RSF Regional Network Leaders (0.5FTE each) are appointed to support the work of the State-wide Coordinator and work directly with identified schools within each region (North, NW and South)
5. Curriculum Support Materials are under development through Curriculum Services	<ul style="list-style-type: none"> Materials to be shared and implemented through the RSF PLC and networking events (PL opportunities) 	<ul style="list-style-type: none"> RSF State-wide Coordinator 	<ul style="list-style-type: none">
6. TAEF Implementation Planning Process has been designed and shared with all RSF schools	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> RSF State-wide Coordinator 	<ul style="list-style-type: none"> All RSF school to establish a school based TAEF Implementation Plan based using the designed process

Risk Rating

	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Critical
<p>Consequence arising from the risk occurring or through the objective of the 'event' not being achieved</p>	<p>'An event, the consequences of which can be absorbed through normal activity'</p> <ul style="list-style-type: none"> Managed within Budget ² Virtually no impact ³ Virtually no impact ⁴ Minor injury requiring first aid ⁵ Minor loss or loss that can be replaced from within Budget ⁶ Virtually no impact ⁷ Other? ⁸ 	<p>'An event, the consequence of which can be absorbed but management effort is required to minimise the impact'</p> <ul style="list-style-type: none"> Minor impact on Budget / some resources diverted Some media attention, credibility questioned Short/medium term recovery and minor budgetary impact Injuries requiring time off from workplace/school Destruction or loss that can be replaced, requiring some diversion of resources Minor loss of clientele, short term recovery, minor impact on Budget 	<p>'A significant event that can be managed under normal circumstances by the organisation. The consequences could mean the activity will be subject to significant review or changed way of operations'</p> <ul style="list-style-type: none"> Serious impact on Budget / resource reallocation Senior management damage control required Medium term recovery and serious budgetary impact Severe injuries, hospitalisation with long recuperative period Destruction or loss that can be replaced with serious impact on budget Some loss of clientele, serious impact on budget and resources, medium term recovery 	<p>'A critical event that with proper management can be endured by the organisation'</p> <ul style="list-style-type: none"> Critical impact on Budget, external recovery required Public confidence shaken but not totally lost Long term recovery and external resources required Death or severe permanent disablement Destruction or loss of high significance that can be substituted or recreated with external assistance Loss of clientele, senior management damage control, long term recovery required 	<p>'A disaster that would lead to permanent or long-term damage to the ability of the organisation to achieve its objectives'</p> <ul style="list-style-type: none"> No possible funding recovery for function Total loss of confidence, long term recovery required Destruction/loss, without possible recovery Multiple deaths or severe permanent disablement Destruction or irretrievable loss of high/ national significance without possible replacement Large scale loss of clientele, with associated funding reduction, long term recovery required
<p>Likelihood of risk occurring / objective not being met within a period of 12 months (for risks in general) or within a specified period (e.g. for a special event)¹</p>	Medium	High	High	Extreme	Extreme

¹ Percentage indicates probability of the event occurring

² Descriptor for funding harm

³ Descriptor for harm to reputation

⁴ Descriptor for harm to facilities

⁵ Descriptor for personal injuries

⁶ Descriptor for loss of information or significant objects

⁷ Descriptor for harm to service delivery

⁸ Other - the list of descriptors is not complete. Please insert other descriptors to suit the project's particular circumstances

4 – Likely (76-95%)	Low	Medium	High	High	Extreme
3 – Possible (25-75%)	Low	Medium	Medium	High	High
2 – Unlikely (5-24%)	Low	Low	Medium	Medium	High
1 – Rare (<5%)	Low	Low	Low	Medium	Medium

Risk Acceptance (Risk Appetite)

As a general rule, if an action’s *residual risk*⁹ is in the ‘unacceptable’ range (extreme, high, and some medium ratings), it is necessary to implement further treatment actions to reduce the risk to an acceptable level. The following provides a guide on what is needed.

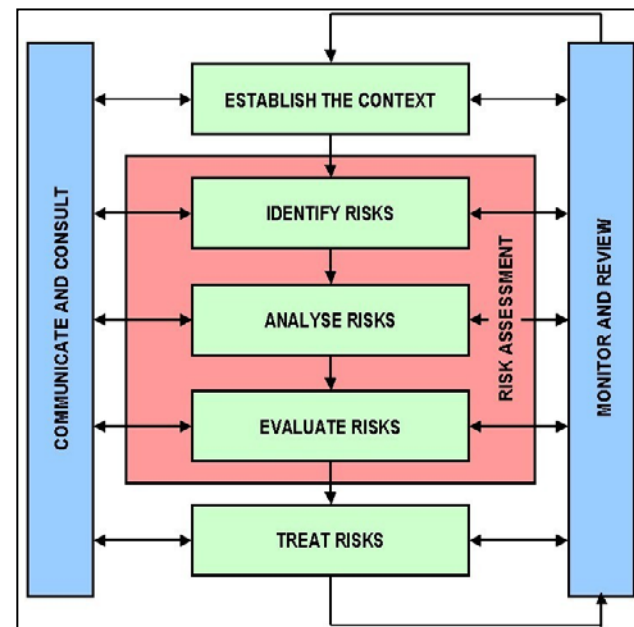
Extreme	Unacceptable risk without further treatment
	Detailed Risk Management Plan required to lower <i>residual risk</i> level before proceeding with activity (risk owner and treatment must be clearly defined) Elevate risk management/sign-off - Strategic Risks to Secretary/RiMAC; Operational (Lower Level) Risks to Deputy Secretary; School Risks to GM (Learning Services)
High	Unacceptable risk without further treatment
	Detailed Risk Management Plan required to lower <i>residual risk</i> level before proceeding with activity (risk owner and treatment must be clearly defined) Elevate risk management/sign-off – Strategic Risks to Deputy Secretary; Operational Risks to Director; School Risks to General Manager (Learning Services)
Medium	Risk may be tolerated.
	Manage risk with detailed Risk Management Plan Elevate all risks and management/sign-off to Principal/Manager
Low	Risk and risk treatment actions generally acceptable
	Risk must be monitored because risk level could change over time

⁹ Risk level after taking into consideration existing risk treatments
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Legend

Consequence	The outcome if a risk occurred - there are many categories of outcomes, including injuries, facilities, financial, reputation etc. (measured 1 to 5, '5' being most severe). Risk treatments in place must be taken into consideration when determining likelihood/consequences
Context	Establishing the Context is the most important step in the risk management cycle. This step determines the scope covered by the risk management plan, including the risks faced by stakeholders involved
Inherent risk	The 'pure' risk associated with an action without taking any existing risk treatment actions into consideration
Likelihood	The possibility of a risk occurring (measured 1 to 5, '5' is most likely). Risk treatments in place must be taken into consideration when determining likelihood/consequences
Residual risk	The risk that remains after certain risk treatment actions inserted in the 'Existing risk treatment actions in place' column of the Risk Management Plan have been implemented
Risk	The chance of something happening that will impact objectives. Risk is measured in terms of Consequence and Likelihood to give a Risk Rating for any action
Risk appetite	Value judgment by stakeholders to determine whether risk levels are acceptable given existing risk treatments, or whether additional treatments are required
Risk management cycle	The process involving seven formal steps of risk management as defined in the AS/NZS Risk Management Standards 31000
Risk owner	The person responsible for managing the risk (very often the person, due to his involvement in the activity or position held, creates the risk).
Risk rating	Based on the combination of Likelihood and Consequence (rated 'extreme' to 'low')
Risk treatment	Any action designed to reduce the likelihood of the risk occurring or the severity of consequences if the risk occurred
Target date	Date the treatment activity must be in place - Risk Owner is responsible for meeting target date

The Risk Management Cycle



This plan is accepted by: School Principal _____

Other staff _____