

 BLACKWATTLE ALPACA	<b>Blackwattle Business Risk Assessment</b>			
<b>Scope:</b>	This document is to be used for the business undertaking of Blackwattle Alpaca Farm and Blackwattle Yarn and Fibre. It covers activities both on and off farm. This risk assessment covers and addresses risks to: farm owners, workers, volunteers and visitors.			
<b>Business Location:</b>	315 Patemans Lane, Murrumbateman, NSW, 2582			
<b>Assessment Completed by:</b>	Angela Smith			
<b>Reviewed Date:</b>	1/7/21			

HAZARDS	CONTROLS	RISK RATING	RESPONSIBLE	COMPLETED
Non compliance with Corporate and Council Governance (e.g. business risk management, insurance and DA Approval to run a business in location, NSW Government e.g. COVID plans)	Business to maintain public liability insurance (\$20 million) - WFI Policy Number: 03 CPL 4007160 - Period of Cover: 02 November 2020 to 02 November 2021.	Medium	Angela Smith	Ongoing
	Business to develop and manage a Work Health and Safety Management Plan for the farm and business. Review yearly.	Medium	Angela Smith	Completed and review yearly. Angela is a WHS professional who has obtained Dip in WHS, Cert IV in WHS and Lead Auditor Qualifications. Angela has developed and maintains all WHS requirements for the farm. These can be supplied when requested.
	Develop Safe Operating Procedures, specific to the type of visit, prior to the school attending. SOP to be developed on consultation with the school	Low	Angela Smith	Develop when required for each event/visit.
	Business to comply with Yass Valley Council DA approval process to run home based business from the farm. DA Application and approval number: DA210084.	Medium	Angela Smith	Completed
Owners and manager, interacting with children, to obtain and hold WWCC.	Owners and manager, interacting with children, to obtain and hold WWCC.	Medium	Angela Smith	One worker holds current certificate. Additional Workers and the Owners in the middle of the process of obtaining WWCC.
	Develop and maintain COVID Safety Plan for farm and business.	Medium	Angela	Completed
<b>Slips, Trips and Falls</b>				
Incident or injury from:	Farm and workshop kept clean and tidy at all times. Uneven ground is filled in with gravel/dirt.	Medium	Matthew and Angela Smith	Ongoing
- uneven ground	Visitors provided information, at point of booking events (via Reedy), to wear comfortable and covered in shoes when visiting our farm. Additional health and safety information is provided (if required) with follow up event booking email sent to visitors a few days before the event commences.		Angela Smith	Ongoing as part of Reedy booking system
- wet floors	Before events and tours our workshop and Farm Shop is inspected for trip hazards and if located are corrected before event/tour commences.		Angela Smith	Commencement of event or tour
- slippery surfaces	First aid kit in location. 000 will be called if required.		Angela Smith	In location
- visitors tripping over in paddocks	Site Supervisor to hold Level 2 Senior First Aid.		Angela Smith and workers	Due and will be completed March 2020 – on hold due to COVID – one employee is currently trained
- visitors being pulled over by alpacas/llamas whilst on a tour	In the event of the need for an evacuation visitors and staff will be advised by Angela or Matthew, of evacuation need and process to follow. All alpacas used in our tours are halter trained. In addition the quiet ones are selected for the tours.	Matthew and Angela Smith	As required	
<b>Manual Handling</b>				
Incident or injury from:	Round hays bales are moved with the quad bike and bale trailer. Activity to be performed by farm managers and workers only.	Medium	Matthew and Angela Smith	Ongoing
- lifting and moving hay bales	Volunteers provided verbal training in the correct handling of alpacas.		Angela Smith	Prior to the commencement of alpaca training
- cleaning up paddocks using plant and equipment	Volunteers are supervised during the alpaca handling and training sessions.		Angela Smith	During alpaca training sessions
- excited volunteers handling alpaca incorrectly (during training days)	Paddock vacuum used to reduce the manual handling of racking and shovelling alpaca poo. Manual handling poster installed above sink in dye studio and staff are reminded daily on lifting techniques.		Matthew and Angela Smith	Ongoing
<b>Plant and Equipment</b>				
Incident or injury from:	Designated parking areas, which are sign posted, are in place during events, reducing the risk of people coming into contact with moving vehicles.	Low	Angela Smith	Ongoing and at the commencement of events/tours
- plant and equipment hitting visitors	Alpaca walking tours are conducted across the farm paddocks, not along the driveway.		Matthew and Angela Smith	During walking tours
- gaining access to plant and equipment (e.g. quad bike, mower, vehicles)	Children are prohibited from riding quad bikes and other machinery. Access restricted to plant and equipment (stored in stable area away from tour and group access).		Matthew and Angela Smith	Ongoing
- using faulty plant and equipment	In event of public injury from plant and equipment - Public Liability Certificate of Currency supplied. Policy Number: 03 RPL 3616482 - \$20 million coverage by business policy.		Matthew and Angela Smith	Ongoing
- signage falling	Electrical equipment tested and tagged.		Matthew Smith	Yearly
- visitors gaining access to areas on the farm that they are not permitted to access	Signage will be secured at all times and when at trade events all equipment will be installed correctly, taking care of the stability of the our display stands.		Matthew and Angela Smith	Ongoing
	Gates to remain closed during visits and access only granted when owners or workers are in location, during the tour/visit.		Matthew and Angela Smith	Ongoing
	When schools attend, they must provide appropriate number of supervising adults for each tour. This will be documented in the risk assessment.		Matthew and Angela Smith	Ongoing
<b>Egress and People Movement</b>				
Incident or injury from:	Workshop area planned in such a way that makes easy and safe egress for workers, volunteers and visitors.	Low	Angela Smith	Completed and ongoing
- limited space for movement within site	Fire equipment within easy access, and sign posted – attached to wall near office (workshop studio), for use during emergency situations.		Angela Smith	Completed
- instability access points for those with disability or access concerns	Designated signposted parking areas in place during events, reducing the risk of people coming into contact with moving vehicles.		Matthew and Angela Smith	Completed
- farm misadventure	Vehicle access points are provided closer to Farm Shop, and on flat even ground, for those with movement access concerns, when requested and when required.		Matthew and Angela Smith	Ongoing and as required
	Safe behaviour always modelled for owners/workers.		Matthew and Angela Smith	Ongoing and as required
	Workers have been briefed on behaviour expectations to model during visits.		Matthew and Angela Smith	Ongoing and as required
	Visitors are accompanied at all times by owners/workers whilst on the farm. Risk assessment discussed and document for specific groups (e.g. school groups).		Matthew and Angela Smith	Ongoing and as required
	Gates to remain closed during visits and access only granted when owners/workers are in location, during the tour/visit.		Matthew and Angela Smith	Ongoing and as required
<b>Dangerous Objects</b>				
Incident or injury from:	Workshop Site Inspections are conducted quarterly and form part of the businesses Quarterly Reports.	Low	Angela Smith	Quarterly
- coming into contact from sharp protruding objects	Site Supervisor to hold Senior Level 2 First Aid Certificate.		Angela Smith and workers	Need to book in training sessions – once training options open due to COVID
	Sharps containers in place and used during alpaca vaccination and medical treatments.		Matthew and Angela Smith	Ongoing
	Fully stocked first aid kit in location. 000 will be called, if required.		Angela Smith	Completed
<b>Injury caused by Livestock</b>				
Incident or injury from:	Health and safety information is supplied to visitors at point of booking tours, via Reedy, in writing.	Low	Angela Smith	Ongoing
- running, kicking, spitting, crushing and trampling	Alpacas on halter during walking tours.		Angela Smith	Ongoing
	All alpacas used in our tours are halter trained. In addition the quiet ones are selected for the tours, from our ex-show team. Other alpacas and llamas selected for the tours are chosen for their calm temperament.		Matthew and Angela Smith	Ongoing
	Visitors are supervised by owners or workers at all times when in paddocks and near the alpacas.		Matthew and Angela Smith	Ongoing
	Prior to commencement of all tour a health and safety induction (verbal) is provided to visitors where explanation is provided about farm safety rules including: - interactions with wildlife (e.g. brown snakes) - height restrictions in regards to children and their interaction with our alpacas - what to do in the event of an alpaca/llama getting lose during a tour (from guests dropping leads) - sun protection (sun screen is provided upon request)		Matthew and Angela Smith	Ongoing and at the commencement of all tours and events
<b>Hit by Moving Object (vehicles)</b>				

Incident or injury caused from: - impact or use of vehicles, plant and equipment	Designated parking areas, which are sign posted, are in place during events, reducing the risk of people coming into contact with moving vehicles.	Low	Angela Smith	Ongoing
	Access to farm plant and equipment is restricted to all visitors. Keys are removed and stored separately when not in use.		Matthew and Angela Smith	Ongoing
	Visitors (including children) are not permitted to operate farm plant and equipment.		Matthew and Angela Smith	Ongoing
	Access to fire arms restricted to worker and visitor access and stored within NSW Firearms legislation.		Matthew Smith	Ongoing
<b>Fire</b>				
Incident or injury from: - fire	Fire blanket and extinguisher in place, and sign posted, in workshop area.	Low	Angela Smith	Completed
	Farm fire-fighting equipment serviced (by Matthew) at the commencement of summer/fire season.		Matthew Smith	Commencement of summer and fire season
	000 will be called, if required.		Matthew and Angela Smith	Ongoing
	Double farm gates installed at front of farm (point of access) to ensure fire-fighting trucks can gain access to the farm.		Matthew and Angela Smith	Completed
	Staff trained (by Matthew) on the use of Farm Fire-Fighting equipment at the commencement of summer months.		Matthew Smith	Commencement of summer and fire season
	Evacuation signs and access point installed. Visitors to the farm are informed of evacuation point on arrival, during site induction.		Angela Smith	Completed
Farm maintained (fences, weeds and debris) to high standard, including the trimming of driveway trees.	Matthew Smith	Ongoing		
<b>Biological Hazards and Waste</b>				
Injury or disease from: - by contact with alpacas	Alpaca waste cleaned in paddocks on a regular basis.	Low	Matthew and Angela Smith	Ongoing
	Liquid hand wash will be available for visitor use -to be used before, during and prior to departure from the farm.		Angela Smith	Ongoing
	Hand basin, within the Farm Shop toilet facilities, are kept clean, tidy and stocked with liquid hand wash and clean hand towels.		Angela Smith	Ongoing and cleaned before each farm tour and event
	Fully stocked first aid kit in location. 000 will be called, if required.		Angela Smith	Ongoing
	Site Supervisors hold Level 2 Senior First Aid.		Matthew and Angela Smith	First Aid training to be booked – one staff member is currently holding a valid First Aid Certificate
<b>Cash Management</b>				
Injury caused from: - act of robbery	Cash is handled, at events, behind a desk and the cash draw is locked when not in use.	Low	Matthew and Angela Smith	Ongoing
<b>Working at Heights</b>				
Injury caused from: - falling from heights - incorrect use of ladder	Correct, and in working order, ladder and step stool supplied in workshop studio.	Low	Angela Smith	Ongoing
<b>Hazardous Substances</b>				
Injury caused from: - coming into contact with gas - incorrect use of gas bottles in the heaters and dyes stations - incorrect use of dyes	Gas bottles (for the gas heaters) will only be installed by Matthew.	Low	Matthew Smith	At commencement of event and when required
	No smoking near gas bottles and in the dye studio.		Angela Smith	Ongoing
	Fire blanket and extinguisher in place, and sign posted, in dye studio.		Angela Smith	Ongoing
	SDS available (in farm office) for dyes used.		Angela Smith	Ongoing
<b>Illness caused from:</b>				
- mishandling of food - severing food that causes allergies (e.g. nuts)	Catering is outsourced for larger more complex events and tours	Low	Angela Smith and Caterer	Ongoing
	Pre-made, shop purchased food, is served during smaller events and tours (no cooking).		Angela Smith	Ongoing
	Working with the local Yass Shire Council to have our kitchen certified/approved to use as food preparation area.		Angela Smith	Need to complete the development of DA for this to occur
	Food handling certificate to be in place (Site Supervisor Certificate).		Angela Smith	Need to complete this online and supply to council with DA application
	Email to all guests, a few days before event/tour, to gain an understanding of food needs. This information is then supplied to caterer to ensure food issues are addressed. When we prepare food we also have simple unprocessed foods (e.g. fruit) available.		Angela Smith	Ongoing
<b>Environmental Conditions/Situations</b>				
Injury or death from: - drowning incidents caused from access to water bodies and water tanks/troughs - exposure from extreme hot or cold weather events.	Children are not permitted near waterways (e.g. dams) without full supervision.	Low	Angela Smith	Ongoing
	Water tanks and troughs are secured to reduce access to them. Lids fitted where required.		Angela Smith	Ongoing
	Cold and wet weather plans to be discussed and documented in the specific risk assessment provided by the school, prior to the event/visit.		Angela Smith	Ongoing
	Clothing requirements to be discussed with schools prior to visit.		Angela Smith	Ongoing
	Covered in footwear and hats to be worn.		Angela Smith	Ongoing
	Visitors are required to bring with and carry bottled water during visits. Additional drinking water will be supplied by the farm during the visit.		Angela Smith	Ongoing
	On hot days, visitors will be guided to meet the alpacas/llamas under shaded trees or stable areas.		Angela Smith	Ongoing