



Blackwattle Business Risk Assessment

Scope:	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.
Business Location:	315 Patemans Lane, Murrumbateman, NSW, 2582
Assessment Completed by:	Angela Smith
Reviewed Date:	14.10.24 (due October 2025)

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. COIVD plans)	Business to maintain public liability insurance (\$20 million)	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 in 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.	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
Slips, Trips and Falls				
Incident or injury from: - uneven ground - wet floors - slippery surfaces - visitors tripping over in paddocks - visitors being pulled over by alpacas/llamas whilst on a tour	Farm and workshop kept clean and tidy at all times. Uneven ground is filled in with gravel/dirt.	Medium	Matthew and Angela Smith	Ongoing
	Visitors provided information, at point of booking events (via Rezdy), 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 Rezdy booking system
	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
	First aid kit in location. 000 will be called if required.		Angela Smith	In location x 4 plus one that is taken to off site events.
	Site Supervisor to hold Level 2 Senior First Aid.		Angela Smith and workers	One worker holds certifacte with others due to to complete their training this year.
	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.		Matthew and Angela Smith	As required
	All alpacas used in our tours are halter trained. In addition the quiet ones are selected for the tours.		Matthew and Angela Smith	Ongoing
	Manual Handling			
Incident or injury from: - lifting and moving hay bales - cleaning up paddocks using	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
	Volunteers provided verbal training in the correct handling of alpacas.		Angela Smith	Prior to the commencement of alpaca training
	Volunteers are supervised during the alpaca handling and training sessions.		Angela Smith	During alpaca training sessions

plant and equipment - excited volunteers handling alpaca incorrectly (during training days)	Paddock vacuum used to reduce the manual handling of racking and shovelling alpaca poo.	Medium	Matthew and Angela Smith	Ongoing
	Manual handling poster installed above sink in dye studio and staff are reminded daily on lifting techniques.		Angela Smith	Ongoing
Injury from Intoxication				
Incident or injury from: - intoxicated people climbing fences - intoxicated people tripping and falling	Site Supervisor and workers, who will be serving liquor, will hold a current RSA Certificate.	Low	Matthew and Angela Smith	Angela (owner and business manager) completed. Until other staff hold RSA's Angela will be solely responsible for management and service. Matthew and other workers to commence their training.
	Workers will not sell or supply liquor to an intoxicated person or a minor (person under the age of 18).		Angela Smith	Ongoing
	Workers will refuse service to those who are showing signs of intoxication.		Angela Smith	Ongoing
	Water and other non-alcoholic beverages are available at all times.		Angela Smith	Ongoing
	Minors are permitted on the farm however liquor will not be served to any minor.		Angela Smith	Ongoing
	Where minors are on the farm, they must be supervised by an adult (not a Worker) at all times.		Angela Smith	Ongoing
	All liquor sold will be consumed on the farm (no takeaway liquor permitted).		Angela Smith	Ongoing
	Visitors are not permitted to consume liquor in the paddocks where livestock live.		Angela Smith	Ongoing
	Liquor will only be consumed in the designated locations (fenced area).		Angela Smith	Ongoing
	No advertising will be displayed nor will incentives be promoted on the farm which encourage visitors to consume liquor in a manner that is considered irresponsible.		Angela Smith	Ongoing
	Liquor will only be supplied during these times and only as part of the food and beverage package (e.g. Lunch with the Llamas: alpaca tour, BBQ lunch and a beer).		Angela Smith	Ongoing and forms part of our tour packages.
	Liquor will not be supplied separately and will only be supplied as part of food and beverage packages.		Angela Smith	Ongoing
	Plant and Equipment			
incident or injury from: - plant and equipment hitting visitors - gaining access to plant and equipment (e.g. quad bike, mower, vehicles) - using faulty plant and equipment - signage falling - visitors gaining access to areas on the farm that they are not permitted to access	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
	Alpaca walking tours are conducted across the farm paddocks, not along the driveway.		Matthew and Angela Smith	During walking tours
	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
	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
	Electrical equipment tested and tagged.		Matthew Smith	Yearly
	Signage and livestock panels 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 and Tour Guides	Ongoing during tours
	When schools attend, they must provide appropriate number of supervising adults for each tour. This will be documented in the risk assessment.		Angela Smith	Ongoing and at least one week prior to visit.
	Visitors are accompanied at all times by workers whilst on the farm. Risk assessment discussed and documented for specific visitor groups such as school or where English is a second language (e.g. overseas tour groups).		Matthew and Angela Smith	Ongoing and when required
Egress and People Movement				

Incident or injury from: - limited space for movement within site - instability access points for those with disability or access concerns - farm misadventure	Workshop area planned in such a way that makes easy and safe egress for workers, volunteers and visitors.	Low	Angela Smith	Completed
	Fire equipment within easy access, and sign posted – attached to wall near office (workshop studio) and in kitchen, for use during emergency situations.		Angela Smith	Completed
	Designated signposted parking areas in place during events, reducing the risk of people coming into contact with moving vehicles.		Matthew and Angela Smith	Completed
	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. Disability access parking supplied.		Matthew and Angela Smith	Completed
	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
	Schools to provide appropriate number of supervising adults for each tour.		Matthew and Angela Smith	Ongoing and as required
	Dangerous Objects			
Incident or injury from: - coming into contact from sharp protruding objects	Workshop Site Inspections are conducted quarterly and form part of the businesses Quarterly Reports.	Low	Angela Smith	Quarterly
	Site Supervisor to hold Senior Level 2 First Aid Certificate.		Angela Smith and workers	Need to book in training sessions.
	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
Injury caused by Livestock				
Incident or injury from: - running, kicking, spitting, crushing and trampling - biohazard (livestock waste)	Health and safety information is supplied to visitors at point of booking tours, via Rezdy, in writing.	Low	Angela Smith	Ongoing
	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
	Livestock waste is cleaned up and disposed of correctly when at off farm events (e.g. field days). Hand sanitizer and gloves supplied.		Matthew and Angela Smith and Tour Guides	Ongoing
	People are not allowed in livestock pens when off farm for events (e.g. field days).		Matthew and Angela Smith and Tour Guides	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
Hit by Moving Object (vehicles)				
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 firearms restricted to worker and visitor access and stored within NSW Firearms legislation.		Matthew Smith	Ongoing
Fire				
Incident or injury from: - fire	Fire blanket and extinguisher in place, and sign posted, in workshop area and Cafe.	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
Biological Hazards and Waste				
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
Cash Management				
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
Working at Heights				
Injury caused from: - falling from heights - incorrect use of ladder	Correct, and in working order, ladder and step stools supplied in workshop studio and cafe.	Low	Angela Smith	Ongoing
Hazardous Substances				
Injury caused from: - coming into contact with gas - incorrect use of gas bottles in the heaters and dye 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
Food Handling				
Illness caused from: - mishandling of food - severing food that causes	Catering is outsourced for larger more complex events and tours.		Angela Smith and Caterer	Ongoing
	Pre-made, shop purchased food, is served during smaller events and tours (no cooking).		Angela Smith	Ongoing

allergies (e.g. nuts)	Kitchen certified/approved to use as food preparation area byt the yass Council.	Low	Angela Smith	Completed
	Food handling certificate in place (Site Supervisor Certificate).		Angela Smith	Completed
	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
Environmental Conditions/Situations				
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
Rain Water Supply				
Incident or injury (including disease) from: - animal droppings on roof and gutters - build up of leaves and dirt - contaminated with ash from bush fires - contaminated with chemicals from over spray or spray drift - water carting due to low water levels in rainwater tanks	First flush device in place on water tank.	Low	Angela Smith	In location
	Regular cleaning of gutters.		Angela Smith	Ongoing and checked quarterly as part of our WHS Workplace Hazard Inspection
	Maintenance of trees and brushes located near the building.		Angela Smith	Ongoing and checked quarterly as part of our WHS Workplace Hazard Inspection
	Blackwattle Farm and Yarn rates the risk of rainwater for use within its building to be a low risk to public health. As stated in the NSW Private Water Supply Guidelines " <i>water from a rainwater tank is clear, has little taste or smell, is free from suspended material and comes from a well-maintained catchment (roof and gutters), it is unlikely to cause illness in most users</i> ".			
Surface and Bore Water Supply (not used within the building)				
Incident or injury (including disease) from: - contaminated from wildlife and vermin - contamination from surrounding land/chemical - animal and human activities in water that may cause disease	Septic waste water is released in a fenced off area (no access to people or livestock)	Low	Angela Smith	In location
	Septic waste water fenced area is managed yearly and ongoing to prevent access due to damaged fences.		Angela Smith	In location and checked quarterly as part of our WHS Workplace Hazard Inspections
	Dam is located away from the septic waste water area reducing the cross contamination.		Angela Smith	In location
	People are not permitted to swim in dam. Fenced off from the general public.		Angela Smith	In location and checked quarterly as part of our WHS Workplace Hazard Inspections
	Signs are in place to warning people of the septic waste water release area.		Angela Smith	Ongoing
Water Storage and Distribution				
incident or injury (including disease) from: - contamination from wildlife (insect, birds, vermin etc) in system - build up of sludge in tanks, dirt	Screens installed on intake of water tank.	Low	Angela Smith	Installed
	Regular inspections of tank, roof, gutters and screens.		Angela Smith	Checked quarterly as part of our WHS Workplace Hazard Inspections.
Water Treatment				

Incident or injury (including disease) from: - wrong filter type used causing taste and odour issues - wrong filter used which may not protect from contamination that may cause disease - filters used outside of operating limits or expired which may not protect from contamination that may cause disease	Filters are supplied by water filter specialists.	Low	Angela Smith	Installed
	Filters are replaced every 6 months, in accordance with manufacturer's warranty and instructions.		Angela Smith	Ongoing (replacement dates in shared calendar) - checked quarterly as part of our WHS Workplace Hazard Inspections
	System and filters installed by certified plumbers, in accordance with manufacturer's instructions.		Angela Smith	Completed