

Phoenix Park Farm Risk Management Plan

Name of school:
 Name of principal:
 Description and location of excursion: Phoenix Park Farm, 85 McFadyens Rd Phoenix Park
 Date(s) of excursion:

Group/class: _____ Number in group/class: _____
 Name of excursion coordinator: _____
 Contact number: _____
 Accompanying staff, parents, caregivers, volunteers: _____

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Looking for insects	<ul style="list-style-type: none"> - Bites stings - Anaphylactic shock 	<p style="text-align: center;">5</p> <p style="text-align: center;">3</p>	<ul style="list-style-type: none"> - Discuss safe protocol for looking for insects. - Students are not to touch insects but use equipment supplied. - Students instructed not to disturb spiders or bees at all. - Teachers supervise children carefully. 	Farm Supervisor & visiting teachers	Prior to activity
Observing bees	<ul style="list-style-type: none"> - Bites stings - Anaphylactic shock 	<p style="text-align: center;">5</p> <p style="text-align: center;">3</p>	<ul style="list-style-type: none"> - Students to stay at least 10m away from hives unless within insect proof screen. - If any students are anaphylactic to bees the activity will not proceed and an alternative will be performed. - Follow ASCIA Action Plan for Allergic Reactions or Anaphylaxis 	Farm supervisor & visiting teachers	During activity
Working outside on the farm	<ul style="list-style-type: none"> - Sunburn - Heat stress/dehydration - Cuts, bruises, abrasions, blisters from working with hand tools - Muscles strains 	<p style="text-align: center;">5</p> <p style="text-align: center;">3</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Students to wear hat and sunscreen - Students have regular opportunities to cool off in the shade. A fridge to place students water bottles will be supplied along with supplementary water. - Students will be instructed on how to use tools safely. - Students will be instructed in how to lift safely. - Students will be limited to a 5kg lift. 	Farm supervisor & visiting teachers	During activity
Handling poultry and other small livestock	<ul style="list-style-type: none"> - Scratches from claws - Bites 	<p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Students will be instructed on how to handle livestock safely. 	Farm supervisor & visiting teachers	Prior to activity
Constructing and handling worm farms and compost heaps	<ul style="list-style-type: none"> - Cuts, bruises, abrasions, blisters from working with hand tools - Muscles strains - Transmission of illness through handling decomposing organic matter 	<p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Students will be instructed in how to use tools safely. Gloves will be issued. - Students will be instructed in how to use tools and lift safely - Students will be limited to a 5kg lift. - Access to hand washing facilities with soap after activities and prior to eating. 	Farm supervisor & visiting teachers	Prior to activity and after activity

Walking around farm	- Struck by motor vehicle	4	- Visitors are excluded from the area around the workshop and top shed. Visitors will not go closer than 30m to any of the hay or machinery sheds.	PPF supervisor and visiting teachers	Prior to activity
		3	- Tractors & motor vehicles will not be used in fields within 30m of children.		
		3	- When crossing farm tracks the operators of tractors & motor vehicles will notify the Farm Supervisor prior to coming within 30m of students. The Farm Supervisor will notify the visiting teacher and the students will stop their activity, move at least 5m from the track and observe the movement of the vehicle until it has gone beyond 30m.		
		5			
	- Unfenced river		- Students to stay in assigned areas for each activity. Students will not proceed past the levee. Students to be supervised.	All	During activity
	- Uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.		- Wear enclosed footwear suitable for walking, clothing to protect arms and legs. - Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors. - Ensure participants have water bottles - School Staff to carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade	Visiting teachers	Prior to activity
	- Allergies to insects, reptiles and plants.		- Identify participants with known medical conditions and ensure appropriate medication/treatment and support is available - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. EpiPen for student with anaphylaxis) - Follow ASCIA Action Plan for Allergic Reactions or Anaphylaxis - Check weather forecast on day of excursion - Carry first aid kit	Farm supervisor Visiting teachers	During activity

Venue and safety information reviewed and attached: **Yes / No**

Plan prepared by: Jesse Clarke

Position: Farm and Education Manager

Date: 03/01/20

Prepared in consultation¹ with:

Communicated to:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

If the student has a disability consultation should take place with their parents/carers and, where practicable, the student when considering reasonable adjustments and making decisions that could impact upon their participation in a relevant activity.