

### Risk Assessment Tool

				Potential Consequences				
				1	2	3	4	5
				Minor injuries or discomfort. No medical treatment or measurable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment	Injuries or illness requiring hospital admission	Injury or illness resulting in permanent impairment	Fatality
				<b>Not significant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Severe</b>
Likelihood	5	Expect to occur regularly under normal circumstances	<b>Almost certain</b>	<b>Medium</b>	<b>High</b>	<b>Very high</b>	<b>Very high</b>	<b>Very high</b>
	4	Expected to occur at some time	<b>Likely</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Very high</b>	<b>Very high</b>
	3	May occur at some time	<b>Possible</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Very high</b>
	2	Not likely to occur in normal circumstances	<b>Unlikely</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>
	1	Could happen, but probably never will	<b>Rare</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>



## Risk Assessment Checklist

Risk prevention strategy	Prevention strategy is in place	If no, please list steps to implement prevention strategy	Date implementation will be completed	Date and signature	Final level of risk (Low – very high) (See above table)
<b>General Health and Safety</b>					
All student groups on farms will be appropriately accompanied by farm staff (School will provide appropriate number of supervising adults)	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Emergency plans include how to contact emergency services in the event of an incident.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Appropriate space available as an evacuation point	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Adequate, accessible first aid kit and trained first aid personnel including child resuscitation, on site.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
All staff involved in visits have a WWCC	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Safe behaviour is always modelled by the farmer and other workers. Workers have been briefed on expectations when visits are taking place.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low



Handwashing facilities available for visitors to use upon arrival, during visit, and prior to leaving	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Shaded areas available for visitors to rest	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Space available for bus/coach to park and students to disembark safely	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
<b>Farm vehicles, machinery &amp; chemicals</b>					
Children in vehicles wear appropriate restraints such as seat-belts and are prohibited from riding in the back of utes and trailers.	Y/N			04/10/2022 <i>Kids to Farms</i>	Not applicable
Children taking part in visits do not ride in vehicles unless approved by teacher and vehicle is deemed safe and appropriate.	Y/N			04/10/2022 <i>Kids to Farms</i>	Not applicable
Children are appropriately trained and supervised and wear appropriate PPE. PPE requirements are communicated to the teacher prior to visit.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
All workshops and machinery are locked to prevent unauthorised access.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low



Keys are removed from machinery and stored out of children's reach when not in use.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Children are prohibited from riding quad bikes, 2 wheelers, tractors or other machinery.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Vehicles will not be in use on the farm during the visit unless for demonstration. Students to stand well away from any vehicle in a demonstration.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Electrical outlets are situated up high and include an RCD.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Chemical stores are locked and keys stored safely stored to prevent unauthorised access.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
<b>Flora &amp; Fauna</b>					
Large animals are always behind secure, strong fences.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Children are not allowed near animals without adequate supervision from farm staff	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Children are only allowed to pet, hold or touch animals with supervision from farm staff	Y/N			04/10/2022 <i>Kids to Farms</i>	Medium
All animals involved in school visits are adequately domesticated and judged to be safe around humans	Y/N			04/10/2022 <i>Kids to Farms</i>	Medium



Sick, unwell or injured animals are to be kept well away from school visit venues	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Children are briefed on possible native animals such as snakes and lizards, and best behaviour e.g. not putting hands down holes	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
All visit venues have been cleared of any potentially harmful plants	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Anything sampled as part of visit (e.g. fruit) will be free of chemicals and washed prior to tasting	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
<b>Water sources and stored grain facilities</b>					
All tanks, wells and troughs are fitted with lids or strong mesh.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Windmill water-tanks are covered and access ladders removed or blocked.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Access to grain silos is prevented – eg ladder lock-outs, removal of bottom section of ladder.	Y/N			04/10/2022 <i>Kids to Farms</i>	Not applicable
Unused ditches are filled in.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
Water hazards including swimming pools, effluent ponds, channels or dams near the house are securely fenced.	Y/N			04/10/2022 <i>Kids to Farms</i>	Low



Children are not permitted to enter any water sources	Y/N			04/10/2022 <i>Kids to Farms</i>	Low
School visits will avoid areas such as dams, rivers or lakes unless deemed safe and appropriate by supervising teacher and farm staff	Y/N			04/10/2022 <i>Kids to Farms</i>	Not applicable
<b>Please list any additional risks and prevention strategies below</b>					
<b>Risk &amp; risk prevention strategy</b>	<b>Prevention strategy is in place</b>	<b>If no, please list steps to implement prevention strategy</b>	<b>Date implementation will be completed</b>	<b>Date and signature</b>	<b>Final level of risk (Low – very high) (See above table)</b>
Strawberry picking & tasting	Y/N	<b>Notes</b> <ul style="list-style-type: none"> <li>• Demonstration on safe use of scissors</li> <li>• Students diagnosed with other food allergies or food related medical condition are identified and medication available if appropriate (supplied by parent).</li> <li>• Discuss with the importance of only eating your own food</li> <li>• Communicate special dietary requirements to all staff especially emergency response procedures and equipment</li> <li>• Students diagnosed with Anaphylaxis carry EpiPen or other auto injector</li> <li>• Teacher checks that student(s) are carrying EpiPen</li> <li>• First Aid Kit contains general use auto injector</li> <li>• Copy of ASCIA plan(s) and other healthcare plans with Emergency response taken on trip</li> </ul>	Complete	04/10/2022 <i>Kids to Farms</i>	Low



Bee hives	Y/N	<b>Notes</b> <ul style="list-style-type: none"><li>• Staff to be trained in CPR.</li><li>• Students/staff with known bee allergy to ensure EpiPen autoinjector is carried with them at all times.</li><li>• Portable First Aid Kit carried by a staff member including a general use Epi Pen</li><li>• Students briefed on leaving bees alone if they are present at the strawberry plants.</li><li>• Students are instructed to walk whilst at the strawberry farm due to uneven surfaces. Wear appropriate footwear.</li><li>• Students are briefed on listening to instructions given by the tour guide. Bee hives are 100-150m away from strawberry plantation</li></ul>	Complete	04/10/2022 <i>Kids to Farms</i>	Low
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02 9478 1067 | [kidstofarms@nswfarmers.org.au](mailto:kidstofarms@nswfarmers.org.au)