



# High School Programs

## Risk Management Plan (Proforma)

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### 1. Program Details

Item	Details
Programs	<input type="checkbox"/> Ag Vet <input type="checkbox"/> Wool Harvesting <input type="checkbox"/> Animal Handling <input type="checkbox"/> AgTech <input type="checkbox"/> Drones <input type="checkbox"/> Welding <input type="checkbox"/> Work Placement
Location	Australian Agricultural Centre/ Host Worksite
Date(s)	.....
School	.....
Year Group	.....
Number of Students	.....
Supervising Staff	.....
Program Coordinator	Jo Marshall
Emergency Contact	Jo Marshall Mobile 0408 976 070
Nearest Hospital	Crookwell Hospital Kialla Road Crookwell   P: 02 4837 5000
Emergency Services	<b>000</b>

### 2. Legislative & Policy Framework

**This plan aligns with:**

- NSW Department of Education Excursion Policy
- Work Health and Safety Act 2011 (NSW)
- Child Safe Standards
- Code of Practice: Managing Risks in the Workplace
- Industry-specific safety standards (aviation, welding, animal handling)



### 3. Risk Assessment Method

**Likelihood:** Rare / Unlikely / Possible / Likely / Almost Certain  
**Consequence:** Insignificant / Minor / Moderate / Major / Severe  
**Risk Rating:** Low / Medium / High / Extreme

Control measures follow the **Hierarchy of Controls:**

Eliminate → Substitute → Engineer → Administrative → PPE

Control measures aim to **eliminate or minimise risks** in line with child-safe and duty-of-care obligations.

### 4. Supervision & Child Safety Controls

- Staff-to-student ratios meet or exceed NSW Department of Education guidelines
- At least two adults present at all times
- All staff and volunteers hold valid **Working With Children Checks**
- Students receive safety induction before activities
- PPE provided and enforced
- No unsupervised access to high-risk areas

### 5. Program-Specific Risk Management Table

#### A. AgVet (Agricultural Studies/ Veterinary Exposure)

Identified Risk	Rating	Control Measures
Animal-related injury	Medium	Low-stress handling, trained supervision
Zoonotic disease	Medium	Hygiene protocols, PPE
Equipment misuse	Medium	Restricted access, training



## B. Wool Harvesting (Shearing & Wool Handling)

Risk	Rating	Controls
Cuts from shearing equipment	High	Observation-first approach, PPE
Manual handling injuries	Medium	Training, task rotation
Animal stress	Medium	Experienced shearers only

## C. Animal Handling

Risk	Rating	Controls
Kicks, crush injuries	High	Small groups, escape routes
Slips in yards	Medium	Non-slip surfaces, boots
Behavioural stress	Medium	Calm handling techniques

## D. AgTech & Machinery

Risk	Rating	Controls
Equipment malfunction	Medium	Pre-use checks
Electrical hazards	Medium	Tagged equipment
Data security	Low	Supervised use



### E. Drones (RPAS)

Risk	Rating	Controls
Aircraft collision	High	CASA-compliant operations
Loss of control	Medium	Licensed operators only
Privacy breach	Medium	No filming without consent

### F. Welding

Risk	Rating	Controls
Eye injury	High	Welding helmets
Fire	High	Fire extinguisher onsite

### G. Work Placement

Risk	Rating	Controls
Inadequate supervision	Medium	Host agreements
Unsafe tasks	High	Task restrictions
Travel risks	Medium	Approved transport only

## 6. Personal Protective Equipment (PPE)

### PPE may include:

- Steel-capped boots
- Gloves
- Eye and hearing protection
- Welding helmets
- High-visibility clothing

Failure to wear PPE will result in removal from the activity.



## 7. Medical & First Aid

- Student medical information collected prior
- First aid kits accessible
- Qualified first aiders on-site
- Emergency procedures briefed

## 8. Transport & Movement

Risk	Controls
Vehicle movement	Restricted zones
Boarding / unloading	Supervised
Farm traffic	Designated walkways

## 9. Emergency Management

- Emergency contacts carried at all times
- Evacuation routes identified
- Emergency Quick Guide available to staff
- Incident reporting procedures followed

## 10. Online & Digital Safety

- Supervised device use
- No direct one-on-one messaging
- Images are only used with consent

## 11. Behaviour Management

- Student Code of Conduct applies
- Unsafe behaviour results in activity exclusion
- Zero tolerance for bullying or harassment

## 12. Incident Reporting & Review

- All incidents recorded on the AAC Incident Form
- Notifiable incidents reported to SafeWork NSW
- Post-incident review conducted



### 13. Approval and Sign-off

Role	Name	Signature	Date
Program Coordinator	Jo Marshall	<i>Marshall</i>	18/1/2026
School Representative			

### 14. Review Date

This Risk Management Plan will be reviewed:

- Prior to each program delivery
- After any incident or near miss
- Annually, at a minimum

