



Astronomical Agriculture – Primary School Program

Risk Management Plan (Proforma)

1. Program Details

Item	Details
Program Name	Astronomical Agriculture (Primary School Program)
Location	Australian Agricultural Centre
Program Type	Day Program / Overnight Camp
Target Group	Primary School Students (Years)
Number of Participants	Students: Staff/Volunteers:
Dates
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	000

2. Risk Assessment Method

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

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

3. 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**
- Child Safe Code of Conduct applies to all personnel
- Clear procedures for reporting concerns or incidents



4. Risk Management Table

A. Environment & Facilities

Activity / Area	Identified Risk	Likelihood	Consequence	Rating	Control Measures
Outdoor Farm Areas	Uneven ground, slips, trips	Possible	Minor	Medium	Safety briefing, closed shoes required, marked pathways
Weather Exposure	Cold, wind, sun	Likely	Moderate	Medium	Weather-appropriate clothing, shaded areas, program adjusted if needed
Night Activities	Reduced visibility	Possible	Moderate	Medium	Torches/headlamps, supervised groups, defined boundaries
Fire Pits / Camp Ovens	Burns	Unlikely	Major	Medium	Staff-only operation, safety zones, first aid on site

B. Accommodation (Overnight Programs)

Activity	Risk	Likelihood	Consequence	Rating	Controls
Yurt Accommodation	Slips, unfamiliar environment	Unlikely	Minor	Low	Safety induction, clear rules, night supervision
Toilets & Amenities	Reduced supervision	Possible	Moderate	Medium	Regular checks, buddy system, clear access paths

C. Activities & Learning Sessions

Activity	Risk	Likelihood	Consequence	Rating	Controls
Stargazing	Cold exposure, fatigue	Possible	Minor	Medium	Time limits, warm clothing, breaks
Cultural Education	Misunderstanding or disrespect	Rare	Moderate	Low	Delivered by approved Aboriginal educators, cultural briefing
Hands-on Ag Activities	Minor injuries	Unlikely	Minor	Low	Age-appropriate activities, PPE where required



D. Food & Nutrition

Area	Risk	Likelihood	Consequence	Rating	Controls
Camp cooking	Burns, food safety	Unlikely	Moderate	Medium	Staff-led cooking, food safety standards, allergy management
Allergies	Exposure to allergens	Possible	Major	High	Medical forms collected, allergy plans, EpiPen access

E. Health & Wellbeing

Area	Risk	Likelihood	Consequence	Rating	Controls
Illness	Spread of illness	Possible	Moderate	Medium	Hygiene practices, isolation if required
Injury	Cuts, sprains	Possible	Moderate	Medium	Qualified first aiders, first aid kits available
Emotional wellbeing	Homesickness, anxiety	Possible	Minor	Medium	Supportive staff, communication with school if needed

5. Online & Digital Safety

- No direct one-on-one online communication with students
- Photos only used with written parental consent
- Devices used for learning are supervised
- No student access to social media during program

6. Emergency Procedures

- Emergency evacuation plan displayed and briefed
- Emergency contacts carried by program leader
- Incident reporting completed for all injuries or near misses
- Parents/schools notified as required



7. Transport (If Applicable)

Risk	Controls
Boarding / disembarking	Supervised at all times
Travel delays	School notified immediately
Vehicle safety	Licensed drivers, seatbelts mandatory

8. Risk Review & Approval

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

9. Review Date

This Risk Management Plan will be reviewed:

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