



Belgenny Farm- Risk management plan

Work Health and Safety Directorate



Name of workplace: Belgenny Farm

Name of workplace manager: Belinda Sacco

Risk assessment focus: Farm field work

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Transport to and from Belgenny Farm	Slip/trip boarding transport	Observe conditions	4	Observe and convey to student trip hazards and / or slippery surfaces	Teachers and Belgenny staff	During excursion
	Vehicle accident	Safest route to excursion discussed with transport operator	4	Ensure transport provider is licenced and maintains vehicles in safe condition + registered and insured.	Teachers	Prior to excursion / on booking
	Dangerous weather conditions	Consider whether it is safe to proceed	5	Review weather conditions on day of excursion		On day of excursion
Moving around Belgenny Farm	Struck by vehicle on driveway or farm tracks	All sites are assessed for suitability	3	Teachers and staff attending to supervise excursion – activities set up away from vehicular access.	Belgenny staff and supervising teachers	Advice given on arrival and observing of conditions and student behaviour
	Uneven path and obstacles	Transport remains on established tracks	5	Brief participants on rules and appropriate response to encountering wildlife or livestock		

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	Encounter wildlife including snakes	Students advised to be aware of potential risk of uneven paths and encountering wildlife, insects and farm animals, presence of electric fences and to prepare for forecast weather conditions. Student groups are counted on and off bus to ensure all students are accounted for before moving to next site.	5	Advise students not to touch any fences as some may be electrified (activities will not intentionally be planning in areas where fences are electrified) Advise students to bring: <ul style="list-style-type: none"> appropriate clothing including hats, sun-safe clothing and/or uniform, warm clothing as appropriate for time of year drink of water and reminders to drink in breaks rain coats – wet weather alternative available onsite Students with allergies or asthma identified and their own adrenaline autoinjectors, puffers and copies of their individual health plans, ASCIA action plans and any medication are to be taken on the excursion. General autoinjectors and puffers should also be taken. The adrenaline autoinjectors and puffers should be in reasonable close proximity to the students at risk of anaphylaxis and staff members are to be informed of their location. Staff members are to have current training on anaphylactic allergy reactions and its treatment. Awareness of local emergency services in the area and how to access them. Awareness of emergency procedures- anti-venom at Maitland/Newcastle Hospital. Teacher carries phone. Carry first aid kit. Enclosed footwear. Children told not to touch animals/ plants. Children instructed to stay away of obvious hazards.		throughout the day
	Encounter farm animals		5			
	Come in contact with electric fence		6			
	Adverse weather conditions		6			
	Exposure to sun and heat / cold weather		5			
	Exposure to insect bites and stings and including allergic reactions to plants		5			
	Becoming lost or isolated from the group		6			

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				Advise students to remain with group		
Undertaking practical activities	Injury from inappropriate use of equipment	Age appropriate activities planned with safety of participants at forefront of planning	6	Brief participants on appropriate and safe use of equipment Monitoring of student behaviour and restrict access if irresponsible behaviour is observed.	Belgenny staff and supervising teachers	During practical activities
Diet and food during excursions	Student allergic reaction to foods	Reinforce with students the need to follow school policies regarding food during excursions	5	Food brought by student should only be approved and provided by student's parent/carer Ensure a responsible adult is with each group of students and that someone trained in medical procedures (use of EpiPen) attends Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment	Teachers	Before and during excursion

Relevant additional information reviewed and attached:

Yes

No

Plan prepared by: Michelle Fifield

Position: Coordinator School programs

Date: 27.11.2020

Prepared in consultation with: NSW DPI staff

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.

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)

Belgenny Farm COVID Safety Plan

School Groups

At the time of publishing, NSW schools are permitted to conduct field trips, excursions and overnight activities within NSW, VIC, QLD and in the ACT provided the venue has a COVID safety plan in place. This plan, in conjunction with your excursion risk assessment ensures that excursions to Belgenny Farm are as safe as possible. Always keep up to date with the most recent Public Health Orders (www.nsw.gov.au/covid-19)

School activities and school site usage without change- excursions

Schools will apply the following guidelines to adhere to NSW Health advice:

- Where possible, students will stay within their relevant cohort group (i.e. class, year group, stage, sporting house group, curriculum group, or musical group) for all learning activities to limit close contacts to the relevant student cohort.
- Interschool activities can continue to take place.
- External providers delivering educational services can proceed with a COVID-19 Safety Plan in place.

Groups and individuals who are found not complying with any of our COVID safety regulations will be asked to leave the premises.

We have strict policies in place but need your help with these steps:

- Please reschedule your visit if you or anyone within your schools has symptoms of COVID infection – a cold, fever, cough, loss of taste or smell.
- Please do not attend/let students attend the excursion if they have visited areas with current COVID health warnings or new COVID cases registered. Latest COVID-19 news and updates are available from nsw.gov.au/covid-19.
- Please provide a list of students, staff, and support workers attending the excursion, along with the date of your visit, first and last names, residential post code, phone number and email address. This will be kept on file for use with contact tracing only.
- Please ask students to practice good hand hygiene and limit touching items around the site. Items and infrastructure are sanitised before and after your visit and this will assist the process and effectiveness of sanitising the site.

NSW Department of Education school-based staff:

Information and resources for NSW public school-based staff are available on the Department's dedicated COVID-19 hub, which can be accessed using your Department of Education log-in details.

Stay up to date with information on COVID-19 for schools, childcare and parents provided by the Department of Education, Catholic Schools NSW and NSW Health.

If you or a student feels unwell whilst on site:

- Immediately inform a Belgenny farm staff member if you feel unwell while on site. You will be asked move to a shaded table to isolate if you cannot immediately leave the premises.
- Alert your school or department about the situation and request that the person undertake a COVID test.
- Contact your public health unit immediately on 1300 066 055 if you are notified that a child or staff member at your service has been diagnosed with COVID-19.
- Belgenny Farm encourages the annual influenza vaccine for staff, students and their families.

Parent Helpers:

If your school is unable to bring parent helpers, we ask that you please bring with you as many staff as possible to cover one adult per group (groups sizes are determined by the number of students attending and the activities to be run – please discuss when organising the excursion). If you are unable to provide each group with an adult, we will adjust the program to operate as best we can, however, there may be circumstances where additional staff are needed for larger groups. In this instance please contact us to discuss your options.

Social Distancing:

Children

As they are participating in an educational program, school students, whilst on site, do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices.

Physical distancing of children in schools is not required by the latest AHPPC guidelines. Research has shown limited transmission risk associated with school children in the school environment.

Adults

Physical distancing requirements remain for adults. All adults must maintain physical distance from each other (1.5m) including teachers, support staff, and parents.

Schools should limit the number of staff in shared rooms made available for your visit and avoid shared items as much as possible. Staff should exercise good hygiene and cleanliness around staff spaces and shared usage areas.

Schools should ensure transport and pick up / drop off arrangements enable parents to physically distance from one another and from staff.

Schools visiting the site can opt for spilt break practices while on site at Belgenny Farm. If you wish to do so, please let us know before your visit.

Covid-19 Sanitisation and Hygiene:

Your school will be the only school on site for the day. We do not share the site with multiple groups, including tour groups, during this period. There may be instances where a wedding or function is scheduled for after your school excursion. The site will be cleaned after your departure and before their arrival.

Toilets/ Seating Areas/Staff Room/ Light Switches/ Handrails/ Door Handles (high contact areas)

Please encourage all children to follow good hand hygiene while on site. Posters are provided in the toilets to educate proper hand washing.

All surfaces as mentioned above will be sprayed with a hospital grade isopropyl alcohol 70% solution. This spray is left on the surface overnight and is used between each group.

Last updated February 2021

Activity Stations and Farm Tours

Belgenny Farm and its contractors, will plan your visit to meet your needs in the most COVID-safe manner. This may mean that we need to change activities to eliminate close contact if we believe there is an increased risk. We will do our best to do this in consultation with you and will always ensure your curriculum requirements will still be covered.

All surfaces involved in activities will be sprayed with a hospital grade isopropyl alcohol 70% solution. This spray is left on the surface overnight and is used between each group.

Where possible, Belgenny staff and its contractors will organize learning activities which separates visiting students/groups to stay within their relevant cohort or school group for all learning activities.

We thank you for your cooperation during this time. For any further information from Belgenny Farm, please not hesitate to contact us on 02 4654 6800 or belgenny.farm@dpi.nsw.gov.au.

Last updated February 2021