NSW GOVERNMENT | Education

TEMPLATE

Sample risk management plan: Working alone (Farm Assistants)

Health and Safety Directorate

Name of workplace: Farmington High School

Name of workplace manager: I. S. Bull (Principal)

Risk assessment focus: Address site specific concerns when staff are working alone

Location	Hazard Identification & Associate Risks Type/Cause	Current Controls	Risk Assessment* Use matrix	Elimination or Control Measures	Who	When
School - planning working alone	Lack of adequate planning and consultation	Existing risk management plan developed and meeting between principal and GA ahead of school holidays	**4**	Discussion regarding the work activities to be undertaken takes place (and those NOT to be undertaken) before the school holiday period commences **This will take place ahead of each school holiday period**	FA / Principal or executive	Before school holidays
				An agreed list of duties is developed taking into consideration the knowledge and competency of the Farm Assistant *In developing the list consideration has been given to the proximity of other work being undertaken by contractors or others working on site*	FA / Principal or executive	Before school holidays
				Low risk work is identified, safe operating procedures are in place (and attached) and personal protective equipment is supplied in good working order Dates and times that the work will be undertaken is agreed. Tasks that are not to be	FA / Principal or executive	Before school holidays

				completed alone (i.e. tasks identified as requiring more than one person to be completed safely). Additional staff must be rostered on if jobs require more than one person to complete safely Principal to confirm competency of the FA before allowing them to work alone and unsupervised (trained in SOPs and managing risks appropriately, training records verify that competency).		
School grounds	Need to ensure that the Farm Assistant is notified of all other work being undertaken on site by contractors during the period	Development of risk assessment Access to safety plans for contractors	**3**	The principal provides details of all other work to be undertaken during the school holiday period, including who the relevant contact person is and what the scope of work is. This has been considered against the Farm Assistant work task to ensure the safety of the Farm Assistant	FA / Principal or executive	Before school holidays
School grounds - securing the premise	Through securing the school gates the emergency services may be delayed in responding to an emergency	ES key locks are in place and NSW Police and Fire units have keys	**2**	Checks have been undertaken to confirm that gates are still operating on ES keys	FA	Prior to working alone
School grounds - making emergency contact	Need to ensure that Farm Assistant can obtain emergency assistance in the event of an emergency	Communication systems	**4**	Mobile phone coverage has been reviewed and the signal is strong in all areas of the school Mobile phone has been issued to the Farm Assistant together with charger A text in text out system of communication has been agreed to between the Farm	FA / Principal FA / Principal FA / Principal	Prior to working alone Prior to working alone At the start and end of the

Sample risk management plan: Working alone (Farm Assistants)

				Assistant and the Principal Emergency contact lists have been provided to the Farm Assistant	FA / Principal	agreed workdays / times Contact lists
School grounds – using plant and equipment	Injuries may arise from using unsafe plant and equipment	Safe Operating Procedures Testing and tagging of electrical equipment	**4**	Work activities have been agreed including appropriate plant and equipment to be used when working alone SOP's will be adhered to and personal protective equipment worn. SOPs plant and equipment to be used attached to RMP Equipment adequately maintained and each piece of machinery has the manufacturers guarding fitted The Farm Assistant is trained and familiar and competent with the plant and equipment being used Where the Farm Assistant is concerned about their safety whilst preparing to/or undertaking a task they should cease work on that task, notify their principal and move on to other tasks on the agreed	FA / Principal FA FA/Principal FA FA	Prior to working alone Ongoing Ongoing Ongoing Ongoing
School site – health issues	Health conditions or other personal issues may increase the risk of working alone	Planning and discussion between the Principal and the FA ahead of the school holiday periods of work	**2**	A discussion takes place ahead of each school holiday period to confirm that there have been no changes to the FA's health status. There are no ethnic, cultural or religious considerations that may increase the risk of working alone	FA / Principal	Ongoing

Sample risk management plan: Working alone (Farm Assistants)

				The FA will keep hydrated throughout the day and take appropriate morning tea and lunch breaks	FA	
School site - environment	Environmental factors including: • extreme temperatures • adverse weather conditions e.g. high winds, storms, other weather warnings • contact with harmful animals may increase the risk of working alone	Sun protection provided – hat, sunscreen and sunglasses. FA to wear clothes that offer protection from: • the elements and • reduce the likelihood of coming into contact with harmful animals	**3**	Sunscreen and other protective clothing has been provided and is to be worn at all times. FA to structure work patterns to minimise work outdoors during the middle of the day. Where possible work will be completed indoors. Appropriate first aid kit must be carried during periods of working alone	FA / Principal	Ongoing
School site - during the bush fire season	School site is in a bush fire prone area and the school is on the DoE Bush Fire Register	Communication protocol in place with State Emergency Operations Centre. Worksites on Bush Fire Register cease operations on days when catastrophic weather warnings are issued for that area.	**1**	Farm Assistant has read and understands Bush Fire factsheet and communication protocol. Farm Assistant will monitor fire danger ratings issued and the ABC radio. Farm Assistant and Principal to discuss any changes to the agreed work arrangements resulting from bush fire activity or catastrophic fire danger ratings.	FA FA FA / Principal	Prior to working alone Each day when working alone Ongoing
School site – working with animals	Injuries may arise from working alone while working with animals	Appropriate clothing and personal protective equipment to be used when working with animals Risk management plans and systems are in place to manage animals on school sites (attached to RMP)		Principal to ensure Farm Assistant has an understanding or animal protocols for working alone and plans in place Any additional protocols for season to be in place and approved by Principal / HT prior to holiday period Farm Assistant to maintain facilities so that animals and	FA / Principal HT / FA HT / FA	Prior to working alone Ongoing Ongoing

Sample risk management plan: Working alone (Farm Assistants)

		Facilities are maintained in good condition Animal pens are kept free of obstruction to avoid injury and ensure free flow of stock Pens are kept closed and locked Reduce the risk of distraction eg. mobile phone, when working with Animals		workers remain safe Farm Assistant to keep pens and yards free of obstructions e.g. protruding nuts, bolts, wire, trip hazards Protocols in place	FA HT / FA	Ongoing Ongoing

Relevant additional information reviewed and attached: YES / NO

Plan prepared by: **Position:** **Date:**

Prepared in consultation with: Principal / HS Committee and Farm Assistant

Communicated to: Farm Assistant and all employees

After Hours / Emergency Contact Details

Principal / Executive: **Farm Assistant:**

Monitor and Review: Monitor the effectiveness of controls at 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); this is a sample only.