

## Risk Assessment RAS Education SRES Programs

ACTIVITY	HAZARD	PERSONS AT RISK eg. Staff, public	CURRENT CONTROLS	CALCULATE RISK Use the Risk Score Calculator			CONTROLS Determine control measures to minimise risk. Use Hierarchy of Risk Control	RESIDUAL RISK
				Consequence	Likelihood	Risk Score		
<b>WHS Policy</b>	Staff not familiar with WHS policy including injury mgmt. system	RAS Staff	Staff handbook, staff meetings, employee induction, tool box talks, notice boards, WHS committee records	Minor 3	Unlikely 2	Low 6	Online portal for 2024 is being introduced.	Low 6
	Staff are unaware of the roles and responsibilities in relation to WHS	RAS staff	All RAS personnel have a position description that has been explained by their line manager with WHS requirements noted.	Minor 3	Unlikely 2	Low 6	Online portal for 2024 is being introduced.	Low 6
<b>Risk Management</b>	Staff are unaware of Risk Management Guidelines	RAS Staff	RAS WHS Handbook, Employee induction	Minor 3	Unlikely 2	Low 6		Low 6
	Child Protection screening not completed or sufficient.	Students and youth.	All RAS Staff and Presenters to supply their Work With Children (WWC) numbers to the Head of Education and to be verified by the Office of the Children's Guardian.	Major 10	Rare 1	Medium 10	Presenters and staff are not able to be onsite without clearance.	Medium 10
	Risk Assessments not completed for physical work	Staff, Volunteers, Presenters	All staff, presenters and contractors are to complete SRES online safety induction., RA for each workshop completed by presenter noting any foreseeable risks, Safe Systems of Work, use lifting aids & trolleys where possible, use PPE if appropriate for the task.	Minor 3	Unlikely 2	Low 6	Ask for assistance when the task is outside of an individual's capability.	Low 6
	Risks associated with workshops.	All persons	Each workshop presenter is briefed by the Head of Education.	Major 10	Unlikely 2	Medium 20	Head of Education to select, brief and monitor presenters.	Medium 20

<b>Safety Training</b>	Staff, volunteers & presenters do not have adequate training for their role	Staff volunteers presenters	Employee induction, Presenter induction/ briefing specific to the Showground. Register of personnel that have completed induction, volunteer induction, HR have hard copies of skills for RAS employees.	Moderate 6	Rare 1	Low 6		Low 6
	Teaching staff and students do not have adequate training for their tasks	Teaching staff, students	Mini induction at the start of event welcoming, Teaching staff have been provided with a risk briefing and information in Teacher Pack for them to complete their risk assessment for their schools to bring students on an excursion.	Moderate 6	Unlikely 2	Medium 12		Medium 12

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<b>Lost Child</b>	Child/student lost	Students		Minor 3	Unlikely 2	Low 6	All students to be under the duty of care and supervision of their teacher or nominated representative at all times. All student groups are escorted to and from workshops by a RAS Volunteer.	Low 6
<b>First aid</b>	Inadequate provision of first aid	All persons	St John ambulance staff on site to provide 1 <sup>st</sup> aid, located at a central location with provision to be called to location, Sydney Showground security staff all have 1 <sup>st</sup> aid certification, 1st aid kit in White Pavilion office and Farmyard BOH area during bump in and bump out with 1 <sup>st</sup> aid trained persons nearby and available on radio	Minor 3	Unlikely 2	Low 6		Low 6
	Allergic reaction	All persons	Allergies for persons involved have been requested by the RAS and presenters for students and teachers, where an appropriate item that will cause an allergic reaction to be avoided. The paramedic provider will be on standby during the event. Teachers to ensure that they have a first aid kit to cover the risks for their students who are identified with a known allergy. If a student has a known allergy this information must be passed on to the teacher responsible for the workshop that the student is attending. The workshop attendance roll will identify students with known allergies.	Moderate 6	Unlikely 2	Med 12	Presenter for workshops where food is to be consumed requires a completed allergy form for all students before participation in the workshop. Identification system developed for students with allergies.	Med 12
<b>Manual handling</b>	Injury as a result of manual handling	RAS Staff, presenters	Trolleys and wheelbarrows used, resources stored within easy reach and between shoulder and hip height where possible. Forklifts and pallet jacks used to move items where possible	Mod 6	Possible 3	Medium 18		Medium 18

<b>Equipment and Machinery</b>	Injury due to equipment roll-over	All persons	Tractors and forklifts to have ROPs fitted, all persons to wear seatbelts while operating, visual check of operating area to ensure slope does not	Catastrophic 20	Rare 1	Medium 20		Medium 20
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			(cntd) exceed equipment safe work levels, persons clear of operating equipment where possible. During the event, students are to be kept clear of operating equipment by barricading (eg bike racks, witches hats, tape, designated area etc)					
	Injury to body parts being caught in moving parts including pinch points	All persons	Guarding fitted to tractors or other equipment where there is a risk of clothing, hair or limb being caught in moving. During the event, students are to be kept clear of operating machinery or equipment barricading (eg bike racks, witches hats, tape, designated area etc)	Catastrophic 20	Rare 1	Medium 20		Medium 20
	Injury due to uncontrolled movement of equipment	All persons	All equipment to have brake function that is in good working order. Brake systems are included in the maintenance schedule. Handbrake to be left on when the vehicle is stationary without an operator in the seat	Catastrophic 20	Rare 1	Medium 20		Medium 20
	Inadequate maintenance	All persons	All forklifts used are RAS equipment and fall under the RAS maintenance system with regular scheduled and preventative maintenance. All equipment that is brought onto RAS site must undergo a check by the assets team.	Catastrophic 20	Rare 1	Medium 20		Medium 20

<b>Hire equipment, Perimeter and internal fencing</b>	Injury from furniture, fences and animal handling facilities not in good Repair	All	Furniture used in the workshop areas in good/safe condition. Fencing repairs to be made with welding and sound construction.	Major 10	Unlikely 2	Medium 20		Medium 20
<b>Waste disposal and cleaning</b>	Biological contamination from animal to animal		The SRES has a Biosecurity Management Procedure with RAS Vet committee approval. Primary Preview Day has been cleared with the Vet Committee as part of the SRES. Adequate provision of animal waste collection bins in place. All waste containers easily located & labeled/ Contractors for removal of animal waste	Catastrophic 20	Rare 1	Medium 20		Medium 20

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<b>Animal Handling</b>	Animals suffering ill health	RAS CEO	<p>Live animals kept and used in the SRES under the animal welfare policy. Students and staff have access to and are required to follow the Model codes of practice for animal welfare.</p> <p>The use of animals is justified from an educational perspective.</p> <p>Activities relating to the use of live animals conform to the guidelines outlined in the RAS Animal Welfare Policy.</p> <p>Adequate records are documented in the Animal welfare Folder and they are accessible on Drive/Teams.</p> <p>Stock used has an audit of documentation and appropriate NLIS ear tags for sheep and cattle, health declarations and transport statements as per SRES and Government requirements.</p> <p>Animal handling facilities are well maintained and adequate for each animal type.</p> <p>Housing is adequate for each type of animal in regard to space, ventilation, and lighting, access to food and water, waste disposal, food storage, security, cleaning equipment, and noise.</p> <p>Animals are observed at least once every hour</p> <p>RAS has a system for daily care (feeding, watering, monitoring, cleaning)</p> <p>RAS staff are responsible for the animals within and outside business hours. An emergency care procedure exists</p>	Catastrophic 20	Rare 1	Medium 20		Medium 20
	Personal injury during Stock handling	All	Animal handling facilities well maintained and adequate for each animal type	Moderate 6	Possible 3	Medium 18		Medium 18

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	Personal injury using shearing equipment Back strain	Shearer  RAS staff and shearer	Person doing the shearing trained. The shearer is aware of the benefits/need to perform stretching exercises before commencing shearing Yards are set up to minimise lifting and dragging risks Release points allow the easy dispatch of shorn sheep Adequate ventilation and lighting to perform duty safely. All belts and drive shafts are guarded on the shearing plant. Down tube elbow in good repair. The back joint cogs are in good repair. The detergent is used for comb and cutter washing.	Minor 3	Possible 3	Low 9		Low 9
	Dragged	Presenters	Livestock handlers instructed in the correct method to fit and hold halters, leads and nose clips.	Minor 3	Possible 3	Low 9	Safety briefing	Low 9
	Kicked by animal	All	Do not use flighty animals or inexperienced handlers. Previous experience and induction working in kick zones.	Medium 6	Possible 3	Medium 18		Medium 18
	Squashed/ Trampled	All	Whenever possible, lead livestock in secured areas avoiding shadows and fast-moving objects. Lead animals in groups not individually.	Medium 6	Possible 3	Medium 18		Medium 18
	Rope Burn	Presenters & RAS Staff	Stock screened for temperament and approved by presenter before use. Use quiet animals, correct use of leads, wearing gloves.	Minor 3	Possible 3	Low 9		Low 9
	Bunted	All	Students to work with livestock under the direct supervision of presenters and their staff. Livestock handlers assess working areas in terms of safe movement in a secure environment. - Only tractable cattle are allowed on the showground and avoid moving livestock at night time, if possible -Do not tie animals up with their nose leads. -Livestock must be moved using nose rings and leads	Medium 6	Possible 3	Medium 18	Briefing from presenters and students under staff supervision	Low 6

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	Entanglement	Presenters & RAS Staff	<ul style="list-style-type: none"> <li>•Ensure hair is tied back</li> <li>•Ensure gloves (if required) are well fitting</li> <li>•Remove neckties whilst preparing the cattle</li> <li>• Remove jewelry.</li> </ul>	Moderate 3	Unlikely 2	Low 6		Low 6
	Breaks, sprains, strains and Bruise		Lift equipment in an appropriate manner In particular, Load and unload clipping chutes being aware of correct lift method, chute weight and ensure a tidy non-slippery area is selected. Watch your fingers. Avoid leaving animals tied up alone in a new environment.	Minor 3	Unlikely 2	Low 6		Low 6
	Crushed by vehicle/ Trucks while unloading/loading stock.		Use of fluoro vest and hard shoes during vehicle movements particularly when trucks are reversing onto loading ramps. At induction enforce no-go zones, particularly between a vehicle and its trailer and 10m radius from the back of the truck and the unloading ramp when the truck is reversing.	Catastrophic 20	Rare 1	Medium 20		Medium 20
<b>Unauthorised Visitors</b>	Intruders entering without permission without intent	All	Security fences are adequate in height to prevent most intruders and security on 24-hour surveillance for the Show. Security guard in position on Gate 4 to allow only authorised visitors & presenters to enter.	Insignificant 2	Unlikely 2	Low 4		Low 4
	Intruders entering without permission without intent		Students supervised by teachers Evacuation procedures in place 24hr security camera surveillance across the site. Key staff have radios	Catastrophic 20	Rare 1	Medium 20		Medium 20



<b>Cancellation of Event</b>	In the event of High Winds, natural disaster in the local area, or state emergency crisis the event needs to be canceled.	All		Insignificant 2	Low 2		A database containing email addresses and mobile phone numbers are stored on the RAS Drive/Teams that can be accessed 24/7 and from a remote login so the school can be contacted if the event needs to be canceled.	
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<b>Fire</b>	Insufficient system to deal with a fire	All persons	Correct type fire extinguishers and hoses are available, in good repair, easily accessible and signs showing their location, fire panel and alarm system in place to notify assets and fire and rescue of an event	Moderate 6	Unlikely 2	Medium 12		Medium 12
	Persons are not able to get away from a fire	All persons	Emergency exits in place with clear signage and egress pathways clear, all emergency exit doors open from inside without a key, emergency evacuation process in place and discussed at induction, audible alarm system with evacuation tones able to be heard across all locations. If a student has a disability that would normally require a full time teacher's aide, they require a guardian for the duration of the event.	Major 10	Unlikely 2	Medium 20		Medium 10
	Animals are not able to get away from a Fire	Animals	Emergency evacuation strategy for animals in place	Major 10	Unlikely 2	Medium 20		
<b>Ingestion/contact of Food</b>	Allergic reaction	All persons	Students requested to have guardian sign allergy declaration on behalf of the student. The correct type of anti-histamine supplied by the student/carer is easily accessible. An alarm system is in place to notify Security/ St Johns in the event of a reaction.	Major 10	Unlikely 2	Medium 20	Correct signage, in good repair, easily accessible	

<b>Hygiene</b>	Dehydration due to inadequate water Supply	All persons	Students advised to bring their refreshments.	Minor 3	Possible 3	Low 9	Free drinking water bubbler and drink bottle filling station placed at the rear door of White Pavilion	Low 9
	Zoonotic disease spread	All persons	Hand wash facilities located in bathrooms and additional ones at specific locations that house animals and workshops that involve animals or organic matter such as soils	Major 10	Unlikely 2	Medium 20		Medium 20
	Inadequate toilet facilities	All persons	Toilets available (including wheelchair access) in White Pavilion toilet block.	Minor 3	Rare 1	Low 3		Low 3
	Person injured by equipment during bump in or bump Out	All persons	Hi-Vis vests to be worn and closed in shoes during bump in and out	Major 10	Unlikely 2	Medium 20		Medium 20

**Hazard Types**

<b>CONTACT WITH (CW)</b> – A person or part of a person contacts a source of energy that may exceed the body’s threshold. Cold, Heat, Pressure, Energy, Chemical, Noise, Radiation.	<b>CAUGHT BETWEEN (CB)</b> – A person, or part of a person can be pinched, crushed or otherwise caught between either a stationary object and a moving object or between two moving objects	<b>STRUCK AGAINST (SA)</b> - A person can forcibly strike an object. The force is provided by the person.	<b>STRUCK BY (SB)</b> – A person can be forcibly struck by an object. The force of contact is provided by the object.
<b>FALL TO BELOW (FB)</b> – A person can fall to a level below the level that they are standing or walking on.	<b>FALL TO GROUND (FG)</b> – A person can fall to the surface they are standing or walking on.	<b>OVERSTRESS (O)</b> – A person can exceed their mental or physical capacity.	

**RAS Risk Score Calculator**

Consequence ≥  Likelihood ↓	<b>Catastrophic (20)</b> Death or huge financial loss	<b>Major (10)</b> Long time injury	<b>Moderate (6)</b> Medical treatment required for suitable duties	<b>Minor (3)</b> First aid treatment	<b>Insignificant (2)</b> No injury
<b>Almost Certain (5)</b> Experience or available data strongly suggests event will occur	<b>Extreme (100)</b>	<b>High (50)</b>	<b>High (30)</b>	<b>Medium (15)</b>	<b>Medium (10)</b>
<b>Likely (4)</b> Experience or available data suggests that a similar hazard has caused a comparable event elsewhere	<b>High (80)</b>	<b>High (40)</b>	<b>Medium (24)</b>	<b>Medium (12)</b>	<b>Low (8)</b>

<b>Possible (3)</b> Might occur at some time but not supported by data	High (60)	High (30)	Medium (18)	Low (9)	Low (6)
<b>Unlikely (2)</b> Improbable under normal conditions	High (40)	Medium (20)	Medium (12)	Low (6)	Low (4)
<b>Rare (1)</b> Unforeseeable or may occur in exceptional circumstances	Medium (20)	Medium (10)	Low (6)	Low (3)	Low (2)
<b>Score</b>	<b>Requirements</b>				
100	Operations must stop immediately and fix the hazard				
30-80	Actions must be completed within one month				
10-24	Actions must be completed within 3 months				
2-9	Actions must be completed within 6 months				