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Location / Activity	Hazard Identification Type / Cause	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
Mechanical workshop/Shed	Mechanical equipment (contact injuries e.g. entanglement, drawing-in, abrasions, cuts, burns)	M	<ol style="list-style-type: none"> 1. Access to the workshops is strictly restricted to authorised personnel only. 2. No one may operate workshop equipment unless they have received a sufficient training and permission from the BTTB Staff. 3. Specific risk assessments for machinery and the generic risk assessment for power hand tools have been completed and safe systems of work issued to operatives. 4. Guards on the machines must be used. 5. All workshop equipment must be regularly maintained and serviced. 		

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General Farm Activities	Electrical equipment (electric shocks or burns from using faulty electrical equipment)	M	<ol style="list-style-type: none"> 1. All portable electrical equipment must be tested at for electrical safety at correct intervals and labelled with the date of the test. 2. Electrical cables and plugs should be regularly visually inspected by the user for damage. 3. Electrical equipment must always be operated in accordance with manufacturers' instructions 		
	Manual handling of heavy/bulky objects (back injuries)	H	<ol style="list-style-type: none"> 1. A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury. 2. Training in lifting techniques must be provided for participants who undertake the lifting of heavy loads. 		
	Hazardous Substances (e.g. irritating vapours, skin sensitisation, dermatitis)	L	<ol style="list-style-type: none"> 1. All containers used for storage of hazardous and non-hazardous substances must be suitably labelled indicating their contents. 		
	Slips and trips	L	<ol style="list-style-type: none"> 1. working areas must be kept clear of obstructions and the floor must be kept free from oil and swarf. 2. Any spillages should be cleaned up immediately. 3. Any hazards such as trailing cables, defects to floor coverings and faulty lighting etc. should be reported immediately to BTTB Staff. 		
	Fire	L	<ol style="list-style-type: none"> 1. Equipment should be switched off when not in use for long periods. 2. All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test. 3. Flammable substances must be kept away from naked flames and ignition sources. 4. Flammable substances must be kept in an appropriate fire resistant metal cabinet. 5. Participants must be acquainted with the Fire Routine Procedure for the farm. 		

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	Excessive Noise	L	1. If necessary, the noise risk assessment should be carried out and suitable hearing protection supplied.		
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Travel	Motor vehicle accidents getting to and from campsite/s	Medium	Make sure motor vehicles are road-worthy and that all drivers are appropriately licensed to operate a motor vehicle. All drivers are to obey road regulations. Ensure driver fatigue is minimal and all passengers are wearing seat belts. Ensure field equipment within vehicle is secured and unlikely to injure passengers in the event of an accident.		
General Farm Activities	Cuts and abrasions to feet from plants, branches, stones and wire	Medium	Appropriate footwear (i.e., fully covered shoes with strong soles) must be worn at all times. First Aid kit and First Aider available. Persons are to have had a tetanus shot within the last five years		
General Farm Activities	Falls and sprains, strains and breaks to feet, ankles and knees from uneven ground at camp and field sites	Medium	Appropriate footwear to be worn at all times (i.e., sturdy boots or sneakers). Sandals and thongs are inadequate and are not to be worn. First Aid Kit and First Aider available.		
Night Movement	Falls, trips and sprains and breaks in the dark at camp site	Medium	Torches to be provided. First Aid Kit and First Aider available.		
General Farm Activities	Bites and stings from snakes and insects	Medium	Appropriate footwear to be worn at all times. All persons must be made aware of possible dangerous animals (especially snakes). Persons are to check shoes, clothes and other equipment for animals before picking them up and putting them on. Persons are not to handle snakes or spiders. A First Aid Kit and First Aider will be available.		

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	Exposure to inclement weather (sun, cold, etc.)	Medium	All persons are to be made aware of climatic conditions and are to bring appropriate clothing and camping equipment; i.e., warm weather/thermal clothing and sleeping gear for night, hats, sunglasses and protective clothing for day, wet weather gear etc. Sunscreen is to be provided for all persons, although people are also advised to bring their own.		
	Dehydration	Medium	Ensure all persons have an adequate supply of water. Persons to carry water bottles with them whilst bush walking and at field sites.		
	Persons lost/missing whilst at field site or bush walking	Medium	All persons must be made aware of the dangers and consequences of being lost in the bush. The rules for leaving the camp for bush walking and/or working at field sites must be made clear to all personnel. A list of all persons going out from the camp is to be taken before any persons leave the site. All names must be accounted for and checked off the list before any group returns to camp, and also in the evening when the group assembles. All persons are to remain in pairs and remain in sight of each other at all times. NO PERSON IS EVER TO LEAVE CAMP ON THEIR OWN OR WITHOUT INFORMING A MEMBER OF STAFF. NO STAFF MEMBER (includes all tutors and helpers) IS TO LEAVE CAMP WITHOUT INFORMING ANOTHER MEMBER OF STAFF. Persons are to wear appropriate protective equipment whilst bush walking and to carry a map, water bottle and compression bandage with them.		
General Farm Activities	Electrical hazard from equipment and electrical cords	Medium	All electrical equipment, multi-plug boards and extension cords are to be checked and in good repair. No plug sockets are to be overloaded. No double adaptors are to be used.		

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			Persons are to be adequately instructed in the correct use of equipment.		
Location / Activity	Hazard Identification Type / Cause	<u>Risk matrix score</u>	Elimination or Control Measures	Who	When
Fishing/Yabbying and bait collection	Biological material		Check with the local authority (e.g. council) for the presence of water contaminants (e.g. blue-green algae) and other dangers. Adhere to established hand hygiene practices outlined in the Infection Control Guideline (e.g. hands and nails should be washed thoroughly with warm running water and liquid soap, and then dried thoroughly using a single use towel or disposable paper towel), particularly when eating food after handling bait.		
	Environmental conditions		Assess weather conditions (Bureau of Meteorology) and obtain advice from the local about local conditions and potential hazards. • Cease activities when conditions become unfavourable or rivers/creeks and weirs are closed to the public.		
	Equipment		Provide instruction in: - the safe handling of hooks and fishing knives - safe casting of handlines and fishing rods (e.g. ensure students are aware of their proximity to others) - safe storage of fishing equipment whilst traveling to and from the fishing location - how to remove a hooked fish safely (using different types of hooks and lures).		

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	Physical exertion		Continuously monitor persons for signs of fatigue and exhaustion, particularly if wading in deep water while dragging a yabby/bait net.		
	Student considerations		Ensure participants are adequately spaced. • Ensure systems are in place to monitor student numbers		
	Vehicles		Constantly monitor surroundings for presence of vehicles (e.g. boats, cars).		
	Waste disposal/spill clean up		Ensure all remains of fish, unwanted bait and other marine life are disposed of appropriately, in order not to cause a hazard in the future. Ensure any broken, damaged or unwanted fishing tackle, including line, is disposed of responsibly.		
Location / Activity	Hazard Identification Type / Cause	Risk matrix score	Elimination or Control Measures	Who	When
Cooking	Staff and students and customers may be injured if they trip over objects or slip on spillages.		<ul style="list-style-type: none"> ■ Good housekeeping – work areas kept tidy, goods stored suitably etc. ■ Kitchen equipment maintained to prevent leaks onto floor. ■ Equipment faults leading to leaks reported promptly to manager. ■ Drainage channels and drip trays provided where spills more likely. 		

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			<ul style="list-style-type: none"> ■ Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. ■ Suitable cleaning materials available. ■ Good lighting in all areas including cold storage areas. ■ No trailing cables or obstruction in walkways. ■ Steps and changes in level highlighted. 		
	<p>Contact with steam, hot water, hot oil and hot surfaces</p> <p>staff, participants may suffer scalding or burns injuries.</p>		<p>Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers and other cooking equipment such as camp oven?</p> <ul style="list-style-type: none"> ■ Staff trained in risks of release of steam. ■ Water mixer taps provided. ■ Heat-resistant gloves/cloths/aprons provided. 		
Cooking	<p>Staff involved in food preparation and service could suffer cuts from contact with blades.</p>		<ul style="list-style-type: none"> ■ Knives suitably stored when not in use. ■ First-aid box provided and nominated first-aider always on site. 		
Food Handling	<p>Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies</p>		<p>Where possible and sensible, staff use tools (cutlery, tongs scoop etc.) to handle food rather than hands.</p> <ul style="list-style-type: none"> ■ Food grade, single-use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting. ■ Where handling cannot be avoided hands are rinsed promptly after finishing the task. 		

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<p>Cleaning</p>	<p>Prolonged contact with water, particularly in combination with detergents, can cause skin damage. Staff cleaning premises risk skin irritation or eye damage from direct contact with bleach and other cleaning products. Vapour may cause breathing problems</p>		<ul style="list-style-type: none"> ■ Use of dish clothes when washing up by hand. ■ All containers clearly labelled. ■ Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. ■ Long-handled mops and brushes, and strong rubber gloves, provided and used. ■ Staff wash rubber gloves after using them and store them in a clean place. 		
<p>Cooking</p>	<p>Staff, students, customers could suffer serious/fatal injuries as a result of explosion/ release of gas.</p>		<p>Daily check of gas appliance controls if using stoves or outside butane stoves or BBQ's etc...</p> <ul style="list-style-type: none"> ■ Inspection, service and test carried out by Gas Safe registered engineer every 12 months on all gas appliances ■ Staff know where the main isolation tap is and how to turn supply off in an emergency if there is mains gas supply. 		
<p>Machinery</p>	<p>risk serious injury from contact with dangerous/ moving parts on machinery.</p>		<p>Staff trained in cleaning, assembly and operating procedures of all equipment, machinery in the kitchen or at the camp site!</p> <ul style="list-style-type: none"> ■ All dangerous parts to machinery suitably guarded. ■ Daily checks of machinery guards before use. ■ Staff trained to spot and report any defective machinery. 		

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			<ul style="list-style-type: none"> ■ Safety-critical repairs carried out by competent person. ■ Operating instructions easy to locate. 		
Water Activities	Injury, Illness and/or drowning		<ul style="list-style-type: none"> ■ Staff to complete a WHS site assessment- in and around bodies of water. ■ Staff to inform participant of physical boundaries. ■ Staff to reiterate that NO activities in and/or around water is to take place without appropriate staff supervision. ■ Participants must complete registration forms and indicate level of swimming ability. ■ PFD's to be made available for all youth. ■ PFD's must be worn by all participants in Lakes, Rivers and Dams. ■ Supervising staff must hold current- CPR, First Aid and Bronze Medallion certification. ■ No activities will occur in the water without adequate lighting (daylight) ■ First Aid Kit (with General Use Adrenaline autoinjector) present for all activities in/around water ■ Phone available for contacting Emergency Services 		