



## Risk Assessment and Management Plan – School Based Traineeship

To be completed with reference to the attached "Duty of Care Requirements for School Based Traineeships in Primary Industries"

Student Name: \_\_\_\_\_

Name of workplace manager/supervisor: \_\_\_\_\_

School Name: \_\_\_\_\_

Location of workplace: \_\_\_\_\_

Risk Assessment Focus: High risk farm duties

Plan prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Hazard identification type or cause  Refer to "Duty of care requirements for school based traineeships in Primary Industries" for recognised hazards	Activity being conducted while using the hazard eg. mustering	Is the hazard currently in safe working order for operation by the trainee?  Refer to Risk Assessment Matrix over page for relevant action	Risk Assessment <sup>#</sup> Refers to the likelihood of the severity of an injury when using the hazard.				What are the current controls used to reduce the risk of the hazard?* Refer over page for explanations Tick all that apply					Risk elimination or control measures <sup>^</sup> Refer over page for explanations Tick all that apply			Who is responsible for the control measures? Tick all that apply		When will the hazard be used during the traineeship?			
			Very Likely to be serious	Likely to be serious	Unlikely to be serious	Very unlikely to be serious	Substitute the hazard with a less hazardous one	Isolate the hazard away from the main work area	Use engineering controls eg. guards or extraction fans	Use administration controls eg. procedures and guidelines of use	Use PPE eg. helmet, goggles, gloves	Formal Training with RTO	Demonstrated substantial previous experience	On-going & close supervision of student	Other... please advise	Employer/Supervisor	RTO Formal training	School	Student	Date Commencing
Quad Bikes																				
Tractors																				
Motorbikes																				
Side by Side Vehicles																				
Horses / Equine Work																				
Livestock																				
Chemicals																				
Other																				

This risk assessment has been communicated to the following stakeholders on \_\_\_\_\_ (date)

Employer

Supervisor (if different to employer)

Parent

Student

Teacher

School (if different to teacher)

# Risk Assessment Matrix				
	<i>How likely is it to be that serious? Likelihood – is an estimate of how probable it is for the hazard to cause harm.</i>			
<i>How serious could the injury be? Severity – is how seriously a person could be harmed</i>	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	<b>1</b>	<b>1</b>	<b>2</b>	3
Long term illness or injury	<b>1</b>	<b>2</b>	3	4
Medical attention & several days off	<b>2</b>	3	4	5
First aid needed	3	5	5	6

  

Legend (as a guide only)
1 Extreme risk; action to rectify the hazard should commence immediately
2 High risk; action to rectify the hazard should occur within 48 hours
3 Medium risk, action to rectify hazard should occur within 7 days
4 Low risk; action to rectify hazard should occur within 14 days
5 & 6 Minimal risk, action to rectify hazard should occur within 21 days

### \* Current Controls

Eliminate the item or activity. If this is not reasonably practicable, control the risk as far as practical using the hierarchy of controls below. Select the highest possible control and/or use a combination of controls to reduce the risk.

**Substitute the hazard** – Replace the activity, material, substance or equipment with a less hazardous one.

**Isolate the hazard** – Separate the hazard from the person at risk; use fume cupboards or spray-painting booths where necessary, or locate noisy machinery away from main work areas.

**Use engineering controls** – Install equipment to counteract the hazard; ensure guards are used on equipment or machinery, use an extraction system to remove dangerous fumes and dust, or lifting equipment for heavy loads.

**Use administrative controls** – Establish and document procedures to lower the risk such as guidelines for the supervision of students, behaviour management programs, health care plans, classroom safety procedures, job rotation, instruction and training programs, and safe operating procedures.

**Use personal protective equipment** – Use appropriately designed and properly fitted equipment such as safety goggles, ear muffs, gloves, respiratory protection, hats and sunscreen.

### ▲ Risk Elimination or Control Measures

**Formal Training with RTO** – delivery of the specific Unit of Competency directly relating to the high risk activity

**Demonstrated substantial previous experience** – the employer can demonstrate substantial experience in providing the appropriate level of training provided.

**On-going and close supervision of student** – the employer can demonstrate there will be on-going and close supervision of the student



# School Based Apprenticeships & Traineeships in NSW

## Duty of care requirements for school based traineeships in Primary Industries

School based traineeships in NSW government schools are included under the provisions of the [Workplace Learning for Secondary Students in Government Schools](#) policy.

If students drive farm vehicles, the Department of Education staff member supervising the student, the employer, and the student must comply with the requirements set out in sections 1, 3, and 4 below.

If students engage in equine work, the Department of Education staff member supervising the student, the employer, and the student must comply with the requirements set out in sections 2, 3, and 4 below.

When undertaking traineeships, students are **not permitted** to engage in the Prohibited Activities listed in section 4 below.

### 1. Farm Vehicles

A traineeship may involve the driving of farm vehicles such as golf carts, quad bikes, tractors, two-wheeled motorbikes, side by side vehicles, or similar farm vehicles.

Students with **little or no experience must not** operate farm vehicles unless they have undertaken the appropriate units of competency in a Training Plan, such as:

- AHCMOM201 Operate two wheel motorbikes
- AHCMOM202 Operate tractors
- AHCMOM212 Operate quad bikes
- AHCMOM211 Operate side by side utility vehicles.

However a student with little or no experience may be granted an exception to allow them to drive a farm vehicle if:

1. the employer can demonstrate substantial experience in providing the appropriate level of training required
2. the employer can demonstrate there will be on-going and close supervision of the student
3. information to support points 1 and 2 above is included in the student's Training Plan which is approved by the Department of Education staff member supervising the student.

### Quad Bikes

As well as meeting all other requirements in sections 1, 3 and 4 of this document students or passengers riding quad bikes:

- must be at least 16 years of age
- must wear an approved helmet with the strap in place. Other required personal protective equipment for quad bike riders includes:
  - eye protection e.g. goggles
  - hand protection e.g. gloves

- long sleeve shirt and full length pants
- sturdy footwear e.g. boots.

Students **must** be closely supervised by the employer at all times when using quad bikes.

Further information regarding [safe use of quad bikes](#) can be found at SafeWork NSW.

## 2. Equine work

There are always risks when riding or working with horses, regardless of the experience or competence of a student. Extreme caution is needed to avoid injury, disability or death.

### Riding horses

If students ride horses as an essential part of their school based traineeship, then **employers**:

- **must** follow the code of practice for [Managing Risks when New or Inexperienced Riders or Handlers Interact with Horses in the Workplace](#) developed by SafeWork NSW and
- **must** complete Appendix B and Appendix C of this document for each student riding and working with horses, regardless of a student's previous experience.

### Training horses and other equine qualifications

Students engaged in training or other work with horses **must** comply with the above requirements relating to riding horses.

Additionally, the Australian Skills Quality Authority (ASQA) released a report [Training in equine programs in Australia 2016](#) and recommends the [Procedures for the Delivery of Horse Industry Training](#). Registered Training Organisations delivering training in Farriery and Stablehand qualifications **should** refer to this documentation.

## 3. Risk assessment and Training Plan declarations

A risk assessment **must** be undertaken by employers when students drive vehicles or engage in equine activities. In the case of driving farm vehicles, the risk assessment must include a determination that the farm vehicle is safe to operate.

The risk assessment by the employer **must** be **attached** to the school sector Training Plan and provided to the Department of Education staff member supervising the student who must keep this on file. Use of vehicles or work with horses by students, and any risk assessments undertaken, **must** be declared in section 3.2 of the Training Plan.

Apprentice/Trainee's Name:	
<b>3.1</b>	<b>Workplace Support</b>
What learning materials and resources will be provided to the apprentice or trainee by the RTO?	
Does the apprentice or trainee need additional support to achieve the qualification? If yes, indicate the issue/s identified and what support and assistance will be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where the employer is identified as delivering formal training on behalf of the RTO, what training materials and other support will be provided to the employer by the RTO?	
Where the employer is providing evidence to support assessment of competency, what support and/or resources will be provided to the employer by the RTO to assist them in this process?	
<b>TCID:</b>	
<b>3.2</b>	<b>On-The-Job Training</b>
List the workplace facilities and equipment necessary to support the delivery of this training.	
List the training materials or other resources provided to the employer to support on-the-job training and ensure its integration with the formal or structured training delivered by the RTO.	
Are the above facilities available in this workplace? If not, indicate alternative arrangements being put in place to address this issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this workplace have the necessary range of work to support the on-the-job component of this training arrangement? If not, indicate alternative arrangements being put in place to address this issue	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the apprentice or trainee have immediate access to appropriately experienced workplace supervisors? If not, indicate alternative arrangements being put in place to address this issue	<input type="checkbox"/> Yes <input type="checkbox"/> No

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If section 3.2 indicates that a student may drive farm vehicles or work with horses, risk assessment documentation must be included with the Training Plan and stored by the Department of Education staff member supervising the student. See example:

3.2	On-The-Job Training
List the workplace facilities and equipment necessary to support the delivery of this training.	<p>Use of:</p> <p>Tractors – YES - AHCMOM202 in Training Plan. Risk Assessment <a href="#">Attached</a></p> <p>Quad Bikes – YES - AHCMOM212 in Training Plan. Risk Assessment <a href="#">Attached</a></p> <p>Motorbikes – NO</p> <p><a href="#">Side by side</a> - NO</p> <p>Horses - NO</p>

If section 3.2 indicates that the student is not to drive farm vehicles or work with horses, the student must not drive any farm vehicles or ride any horses for the duration of their school based traineeship. See example:

3.2	On-The-Job Training
List the workplace facilities and equipment necessary to support the delivery of this training.	Use of Tractors/Quad Bikes/Motorbikes/Horses - NO

All parties **must** confirm they are aware of the risks relating to activities stated in the Training Plan, by signing section 4 of the Plan.

The department carries out audits and other initiatives to ensure that the risk assessment process is robust.

## 4. Prohibited Activities

The following activities are prohibited for school based traineeships in primary industries.

- Use of machinery or equipment which *may* be dangerous for new or young workers to operate is prohibited **unless** the activity is first risk-assessed as suitable and safe for student operation by the host employer, along with the following:
  1. the student is given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
  2. the equipment is in safe working order, complete with required safety devices or guards
  3. a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.
- The service of alcohol where the student is under 18 is prohibited; if the student is over 18 years, the activity must be essential to the placement and have been agreed to by the school, and the student must have completed the Responsible Service of Alcohol (RSA) Training Course
- Any work of a sexual or explicit nature is prohibited
- Travel by helicopter is prohibited
- Air travel on charter flights and aircraft other than those providing a regular public transport service (ie on a regular route with paying passengers) is prohibited
- Travel outside the 12 nautical mile limit at sea is prohibited
- Scuba and deep-sea diving are prohibited
- The following ‘high risk construction work’ as defined in the *NSW WHS Regulation 2011 Chapter 6* is prohibited: construction work in tunnels, confined spaces or involving the use of explosives or work in and around pressurised gas distribution mains or piping and energised electrical installations or services; near traffic or mobile plant, or demolition work other than simple stripping of walls etc.
- Any excavation work at a depth greater than one metre or near utilities is prohibited
- Any excavation work at a depth under one metre without direct supervision by a competent person, is prohibited
- Work on permanent or temporary structures used to enable construction work in marine environments is prohibited
- Working on a roof or in a roof cavity is prohibited
- Working where asbestos is present is prohibited
- Any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity are prohibited
- Attendance at a site while chimney stacks or buildings are being demolished is prohibited
- Scheduled work as set out in Chapter 4 of the *NSW WHS Regulation 2011* is prohibited, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification
- Any activity requiring a licence (eg. a driver’s licence), permit or certificate of competence is prohibited unless:
  - the student already has the relevant current licence, permit or certificate
  - the activity is directly related to the learning outcomes of the placement
  - the activity is included in the Student Placement Record prior to approval.
- Driving any old or unregistered vehicles commonly known as ‘bush bashers’ is prohibited.