

Bega Valley Seed Savers Workshop

RISK MANAGEMENT PLAN

1. Risk Analysis

Activity	Risk	Action
Classroom teaching	Personal Injury (Manual Handling)	Ensure area free of obstructions, Participants encouraged to stand and stretch at regular intervals
Site access	Personal Injury (Manual Handling, Bites and Stings), Damage to property	Participants asked to stay on formed pathways and not to touch anything on the property without asking
Demonstration and practical techniques	Personal Injury (Manual Handling, Minor risk to respiratory system, Eye and skin irritants)	Demonstrate correct way to use equipment, Ensure good air ventilation, Provide dust masks for people with sensitivities,

2. Communications Plan

The Introduction session will include a Work Health and Safety briefing by one of the facilitators which will address all of the above risks and the actions required.

3. Incidence Response Plan

First Aid Arrangements - A qualified First Aid Officer is on site at all times and a First Aid kit is available.

All serious emergencies will be dealt with by ringing 000 for aid.

Minor injuries may be treated by volunteers with appropriate first aid training.

Incidents to be reported in writing to the SCPA Executive. Report to include at a minimum the following information: date; location where incident occurred; full name of person involved; a brief description of the incident and any injury that occurred.

Any incidents will reported to SCPA via email within 7 days of the event.

4. Complaints

The SCPA Complaints Management System will be adhered to.