

# Curriculum activity risk assessment

## Tractor Driving

clever • skilled • creative

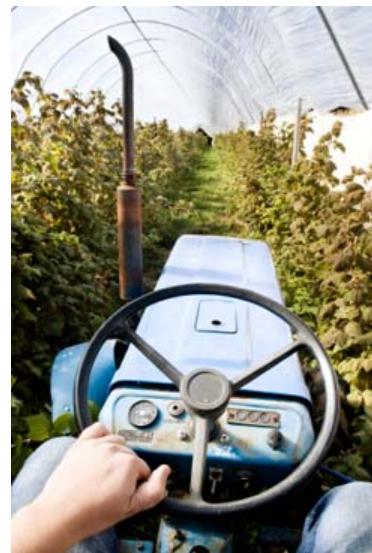
### Activity scope

This document relates to student participation in Tractor Driving as a curriculum activity.

'Tractor' refers to a motor vehicle, whether wheel or track-mounted, primarily designed to provide power to or movement of any attached machine or implement by any transmission shaft, belt or linkage system. Ride-on mowers are not normally regarded as tractors.

Workplace Health and Safety **Safe Design and Operation of Tractors Code of Practice** and **Rural Plant Code of Practice** are applicable to activities in this module and should also be referred to when dealing with the operation of tractors and implements or machinery.

Under no circumstances are students to drive a tractor on or across a public road.



Teachers/leaders:		
Activity description:		
Start date:	Finish date:	No of students (approx.):
Class groups:		Supervision ratio (approx.):

### Risk level

The actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk level		Action required / approval	
<input type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<input checked="" type="checkbox"/> Record controls in your planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental permission.
<input type="checkbox"/>	High	Likely chance of a serious incident and injury requiring medical treatment	<input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed. <input checked="" type="checkbox"/> Principal or delegated Deputy Principal or Head of Program (i.e. HOD, HOSES, HOC) to review and approve risk assessment. <input checked="" type="checkbox"/> Obtaining parental permission is recommended. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> .
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in highly debilitating injury	<input checked="" type="checkbox"/> Consider alternatives to doing the activity. <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed. <input checked="" type="checkbox"/> Principal approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . <input checked="" type="checkbox"/> Parental permission must be obtained for student participation.

Listed below are the minimum recommendations for this type of activity.

For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision
Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. <a href="#">Blue Card</a> requirements <b>must</b> be adhered to.
<input type="checkbox"/> Registered teacher with minimum qualifications as outlined below <b>OR</b> <input type="checkbox"/> An adult with minimum qualifications as outlined below, in the presence of a registered teacher
Further information:

## Minimum qualifications

*The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.*

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- [Blue Card](#) requirements met

### Medium — Some chance of an incident and injury requiring first aid

#### For a registered teacher:

- competence (demonstrated ability) in the operation of tractors

#### For a leader other than a registered teacher:

- an agricultural assistant employed by the Department of Education and Training with competence (demonstrated ability) in the operation of tractors
- OR**
- competence (demonstrated ability/experience to undertake the activity) in the teaching of agricultural machinery

A teacher could demonstrate their competency to through their:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

### High — Likely chance of a serious incident and injury requiring medical treatment

#### For a registered teacher with qualifications in Agricultural Science:

- a registered agricultural teacher with competence (demonstrated ability) in the operation of tractors

A teacher could demonstrate their competency to through their:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

#### For a leader other than a registered teacher:

- an agricultural assistant employed by the Department of Education and Training with competence (demonstrated ability) in the operation of tractors
- OR**
- an adult with qualifications in the operation of tractors, if no teacher or agricultural assistant with these qualifications is available

## Minimum qualifications

*The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.*

### **Extreme — High chance of a serious incident resulting in highly debilitating injury**

#### **For a registered teacher:**

- a registered agricultural teacher with competence (demonstrated ability) in the operation of tractors

A teacher could demonstrate their competency to through their:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

#### **For a leader other than a registered teacher:**

- an agricultural assistant employed by the Department of Education and Training with competence (demonstrated ability) in the operation of tractors
- OR**
- an adult with the relevant qualifications, if no teacher or agricultural assistant with these qualifications is available

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <ul style="list-style-type: none"> <li><input type="checkbox"/> phone-line at location</li> <li><input type="checkbox"/> mobile phone</li> <li><input type="checkbox"/> walkie talkies/UHF radio</li> <li><input type="checkbox"/> student/adult messenger</li> </ul> Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
The tractor should be checked to ensure that it is safe and well-maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Implements should be checked to ensure that they are safe, properly maintained and used in accordance with manufacturers' operating manuals and/or relevant codes of practice.	<input type="checkbox"/>	<input type="checkbox"/>
Students should be familiar with the manufacturer's operating manual and operating instructions before their first attempt at operating the tractor.	<input type="checkbox"/>	<input type="checkbox"/>
The use of a tractor should meet the code of practice requirements for safety of the instructor when riding on the tractor. If modifications are required, they should be carried out before the tractor is used.	<input type="checkbox"/>	<input type="checkbox"/>
The equipment should be appropriate for the activity and conform to Australian Standards specifications and purchasing requirements of the Department of Education and Training.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment should be in good condition and should be regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Check existing tractors to ensure they are fitted with a suitable roll-over protective structure Please refer to <a href="#">Health and Safety; Safety Alert; Roll-over Protection on Tractors.</a>	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

## Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Dust or fumes</b> • Inhalation	• Ensure appropriate personal protective equipment (such as facemasks and breathing apparatus) is worn.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental conditions</b>	• Avoid slopes and hillsides wherever possible to reduce	<input type="checkbox"/>	<input type="checkbox"/>	

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<ul style="list-style-type: none"> <li>Weather</li> <li>Surfaces</li> <li>Surrounds</li> </ul>	<p>the chance of tractor roll-over. Roll-over protection structures should be fitted to all tractors.</p>			
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>Student numbers</li> <li>Special needs</li> <li>High risk behaviours</li> <li>Medical conditions</li> </ul>	<ul style="list-style-type: none"> <li>Obtain parental permission, including relevant medical information.</li> <li>When students with medical conditions are involved, ensure that relevant medical and emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc.)</li> <li>Refer to Individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers.</li> <li>Ensure that adequate supervision of students is maintained at all times. The minimum level of supervision for the most competent of operators should be that they are in line of sight.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<p><b>Tools, plant or equipment</b></p>	<ul style="list-style-type: none"> <li>Ensure that students display responsibility and skill that indicates ability to safely operate the equipment without endangering their own and or others' health and safety.</li> <li>Ensure that skill development in driving is progressive and sequential. Initially, practical application should be under leader supervision.</li> <li>Establish clear signals for communication between instructor and driver for use in situations where the instructor is not riding on the tractor.</li> <li>For power take off-powered implements, the location selected should not place students and other personnel in danger.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	



## Additional control measures

*These would relate to the specific student needs, location and conditions in which you are conducting your activity.*

Hazards/risks	Control measures

**Submitted by:**

**Date:**

List the names of those who were involved in the preparation of this risk assessment.

## Approval

Approved as submitted:

Approved with the following condition(s):

Not approved for the following reason(s):

By:

Designation:

Signed:

Date:

Once approved, activity details should be entered into the *School Curriculum Activity Register* by administrative staff.

Reference no.

<b>Monitor and review</b> <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	<b>Yes</b>	<b>No</b>
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

## Important links

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Recording and Notification  
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/epr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.