

Singleton Beef & Land Management

Risk Management Plan – Singleton Cattle Educational Day – 19 June 2026

General Description:

Students from primary and secondary schools attend a practical/educational day conducted by the Singleton Beef & Land Management Association Inc on a not-for-profit basis.

The activities include listening to workshops on different parts of the Beef Cattle and related industries, making short speeches and attending other related presentations.

Students are always under the direction of their teachers, and the activity is approved by parents as part of their respective school's agricultural curriculum.

Location of the Work: Singleton Agricultural Show Grounds

Date Friday, 19th June 2026

Description of risk assessment

The Risk Assessment relates to Student interaction on the day of the Education Day at the Singleton Showgrounds

Details of Specific Training to be Given:

All committee members and guest speakers are required to attend a pre-activity briefing as per the attached notes.

All teachers are required to read and acknowledge the attached briefing prior to the commencement of activities.

The president or his delegate must conduct a briefing to all students prior to activities commencing.

Proposed Method of Monitoring/Review:

Any committee member who identifies a hazard whether contained in this document or not is to put in place an effective control(s) and notify the president and /or secretary.

The committee will review the effectiveness of the controls in this document following each Education Day

(Date)

(Signature of Committee President)

RISK ASSESSMENT

The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an accident occurring where persons may suffer injury or illness or where there may be loss or damage to property.

This RISK ASSESSMENT is limited in scope to those activities at the Singleton Show Grounds.

A consultative process has been used to prepare this document.

REFERENCE NO:	Reviewd and revised prior to each Educatin Day	DESCRIPTION:	Singleton Beef & Land Management Singleton Cattle Educational Day
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DATE:	19 th June 2026	PERSONNEL INVOLVED IN RISK ASSESSMENT:	G. Ball, L. Ball, N. Nelson, J. Cox, J. Walsh, R Bendeich, R. Fogg
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Names and Signatures of Personnel Instructed in this RISK ASSESSMENT			
Name (Please Print)	Signature	Name (Please Print)	Signature

TASK/ACTIVITY	POTENTIAL HEALTH, SAFETY HAZARDS	CONTROL MEASURES	CHECKED
1. Unloading Cattle	1.1 Animals cause injury to personnel or themselves	<ul style="list-style-type: none"> • No students to be in the unloading/drafting area or involved in loading/unloading or drafting • Only authorised personnel to be in the unloading / drafting area • UnloadingArea to be checked as secure and free from hazards prior to unloading. (secure gates, rubbish, trips) • Where possible loads of cattle are not to be mixed • Cattle are to be screened at their property of origin for temperament prior to loading for delivery to Singleton Showgorund 	
	1.2 Vehicle interaction causes damage to vehicles or injury to personnel/livestock	<ul style="list-style-type: none"> • All vehicles to be operated by licensed personnel only • All vehicles to be parked in the nominated/separate car and truck parking areas • All vehicles to be secured when not in use 	
2. Drop off / Pick Up of students	2.1 Vehicle interaction with pedestrians causes injury to personnel	<ul style="list-style-type: none"> • Buses and cars to park in designated parking area. • Teachers control students exiting buses • Two committee members available to act as marshals in the designated pick- up/set down area • Students not to congregate in this area. Students taken to assembly area by Teachers on arrival 	

TASK/ACTIVITY	POTENTIAL HEALTH, SAFETY HAZARDS	CONTROL MEASURES	CHECKED
3. Judging Activities	3.1 Students injured by cattle	<ul style="list-style-type: none"> • Students located external to judging area/no direct interaction with animals • Students to keep all body parts outside of pen area or yards • Students not to sit on gates or rails • Students to behave calmly around cattle • Teachers to supervise students and correct behaviour as required 	
4. Parading Activities	4.1 Students injured by cattle	<ul style="list-style-type: none"> • Inexperienced handlers to be accompanied by an Experienced handler at all times whilst leading cattle • Correct equipment for the leading and restraint of led cattle to be used eg. nose rings or clamps. • Route to and from cattle preparation area to be kept free of other students and obstacles. • All students to be briefed on cattle '<i>strike zones</i>' 	Not Applicable
5. Cattle Preparation	5.1 Students injured by cattle	<ul style="list-style-type: none"> • No students in direct contact with animals • Students/observers to stand outside of the animal '<i>strike zone area</i>' • Authorised handlers only to prepare/manage cattle • All students to behave calmly around cattle • Committee members to ensure adequate space between animals undergoing preparation. • Teachers to supervise students and ensure appropriate behaviour 	Not Applicable

TASK/ACTIVITY	POTENTIAL HEALTH, SAFETY HAZARDS	CONTROL MEASURES	CHECKED
6. General	6.1 Students approached by unauthorised persons	<ul style="list-style-type: none"> • Students advised at pre-activity briefing to call for help • Students not permitted to leave the activity without permission of their teacher • Teachers and Committee members and parents to provide supervision 	
	6.2 Exposure to elements	<ul style="list-style-type: none"> • Students to be reminded to wear hats and other clothing as appropriate • Potable water to be available at all times 	
	6.3 Injury to students due to faulty equipment	<ul style="list-style-type: none"> • All electrical equipment being used to be tested and tagged • Earth leakage units to be used in conjunction with all portable electrical equipment • 	
	6.4 Injury to students	<ul style="list-style-type: none"> • First Aid kit in site. • Refer to Teacher in Charge for first aid care/action • Call 000 	

TASK/ACTIVITY	POTENTIAL HEALTH, SAFETY HAZARDS	CONTROL MEASURES	CHECKED

SBLM

Brief to Students

Background

I would like to welcome all participants to the 2026 Singleton Educational Day and thank the committee and all sponsors for their efforts in preparing what promises to be another successful event.

Before we proceed, I will highlight some important safety points that will enable the committee to reduce the risk of everyone involved.

Cattle

- When observing cattle around the yards
 - Students are not to put any body parts through the rails on pens with cattle.
 - Students are not permitted to sit on rails or gates.
- Be aware of an animals' strike zone. This is is the area that an animal perceives as safe. As a rule, all personnel should always maintain

General

- While this is an 'education/excursion day' organised by your teacher
- No student to leave the area without the permission of their teacher.
- Students to obey the directions of the marshals in the pick-up area. This is for your safety
- First aid assistance can be obtained (bandaids etc) – The location is.....
- Potable water is available. The location is.....
- In the event of an emergency, the marshalling area is the centre of main arena
- BE aware that this is not an enclosed school ground - not everyone here is part of the education day. The site also serves as a campground. These areas are a NO GO area.

We will now move on with the general instructions for today's activities.

- Schedule
- School Groupings
- Session locations
- 'Guides'
- Canteen times

Brief to Teachers

- Teachers are directly accountable for the safety of their students and are requested to ensure that students behave in a responsible and calm manner around the livestock provided. (All the cattle have been vetted for temperament, but their behaviour is not always predictable)
- There is no designated first aid person on site such as St Johns Ambulance. In the case of injury, the student's teacher will be referred to for first aid care/action of an injured student. 000 will be called if deemed necessary
- There will be lunch break – food and drinks available from the canteen (if required)
- No student to leave the activity without permission of their teacher. Teacher to keep appropriate records.
- Teachers to enforce appropriate protective clothing eg hats and other suitable clothing/footwear.
- Teachers to assist marshals in the pick-up area to manage students and prevent hazardous behaviour.
- During cattle sessions, Teachers are to reinforce the need for students to be aware of and not to enter the 'strike zone'.

Brief to Committee Members

- Members to review and sign Risk Assessment
- All vehicles to be parked in the designated areas and secured.
- Location of First Aid Kit to be advised on the day.
- Location of potable water to be advised on the day