

# RISK MANAGEMENT PLAN ST ALBANS COMMON 2023

The St Albans Common Trust

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## Table of Contents

Philosophy of the Trust .....	3
Vision.....	4
Mission .....	4
<i>Health &amp; Safety Policy &amp; Practice</i> .....	5
Identifying Hazards .....	6
Risk Assessment .....	6
Risk Control .....	6
<i>Reporting Hazards &amp; Unsafe Practices</i> .....	6
<i>Consultation</i> .....	6
<i>Bullying &amp; Aggression</i> .....	7
<i>Sexual Harassment</i> .....	7
<i>Drugs &amp; Alcohol</i> .....	8
<i>Purchasing for Safety</i> .....	8
<i>Personal Protective Equipment (PPE)</i> .....	8
<i>Emergency Preparedness &amp; Response</i> .....	8
Emergency Planning and Telephone Numbers .....	8
First Aid .....	9
<i>Workers Compensation and Personal Accident Insurance</i> .....	9
<i>Work Health &amp; Safety Review</i> .....	9

## Philosophy of the Trust

The St Albans Common is a sanctuary of wellbeing for Commoners, animals and plant life. The St Albans Common Trust takes its risk management responsibilities seriously.

We value our Commoners, Herdspeople, contractors, volunteers and invited visitors and in return, we expect that they will co-operate with our efforts to uphold the following ideals:

- **To return home safely uninjured** at the end of each visit to the Common.
- **A commitment to excellence** in management of the Common.
- Confront every situation with an **optimistic and positive approach**, maintain a sense of purpose at all times so that plans and strategies can be turned into realities.
- Meet problems and opportunities with **inventiveness and initiative**, and **react and adapt quickly** to new situations. No problem is insurmountable and no challenge should be too great.
- Don't sit back and wait for things to happen - **make things happen**.
- **Always remain flexible - constructive** advice and comments from anyone are welcomed where honestly and constructively given.
- Aim for **good communication** between all Commoners and with the Trust and Herdspeople. Effective communication is essential for the maintenance of safety, efficiency and goodwill.

## **Vision**

An enjoyable, safe and meaningful interplay with the Common stock, flora and fauna and fellow Commoners, Herdspeople and range of visitors where risk management is best practice.

## **Mission**

To minimise, as far as is reasonably practicable, risks to:

OUR COMMONERS

OUR HERDSPEOPLE

OUR CONTRACTORS

VISITORS

OUR COMMUNITY

THE ENVIRONMENT

## ***Health & Safety Policy & Practice***

We believe that the health, safety and well-being of people visiting, working or enjoying the Common is important and we will do all that is reasonably practicable to ensure that they are not injured while on the Common.

We aim to have an environment that is free of injury where people enjoy life and work.

To help us achieve a safe space and safe workplace, we ask people to:

- participate in our efforts to manage work health and safety
- follow all safety instructions and to work safely so they are not injured or cause injury to others
- report all safety hazards and risks they identify, and
- report all injury and serious near miss incidents.

## Identifying Hazards

Ongoing inspection is conducted by the Trust and Herdspeople for hazards arising out of environmental impact such as floods or fire, and the use of farm equipment and horses in musters, Working Bees and other designated activities.

Records of notified hazards and their rectification are noted in the Minutes at each Trust meeting.

## Risk Assessment

Risk assessment is based on principles that take into account the severity of the potential injury, the degree of exposure to the risk and the likelihood of harm occurring

## Risk Control

Risk control measures that are reasonably practicable are used for all identified hazards. Control measures are prioritised using the hierarchy of control. Hazards with high and medium risk of harm will be eliminated wherever reasonably practicable.

## Reporting Hazards & Unsafe Practices

All persons who enter the Common are asked to report any hazards or unsafe practices to the Trust. Commoners, Herdspeople, visitors and contractors are:

- required to comply with all our reasonable efforts in providing a safe Common. This includes working responsibly so they do not adversely affect the health and safety of others on the Common.
- Report hazards and are encouraged to suggest methods of controlling risk when they identify a hazard.
- not to use machinery that is not properly guarded or in safe working order.
- to supply and use Personal Protective Equipment (PPE) that is fit for purpose, except that of the Herdspeople is supplied by the Trust as provided in this Plan.
- report all injury and serious near miss incidents.

## Consultation

This Risk Management Plan is on the Common website and contact details are given for effective communication of any concerns to the Trust. Meetings of Commoners are held under the *Commons Management Act 1989* where concerns can also be raised.

Clear signage specifying PPE and other risk strategies are placed at significant places of risk on the Common with a direction to report any concerns to the Trust.

## ***Bullying & Aggression***

The Trust does not tolerate violence or bullying by any person who is a Commoner or enters the Common with consent, or any other person present on the Common. The Trust also believes in equal opportunity and will not discriminate against any person applying to be a Commoner.

Complaints of bullying or violence must be made in writing to the Trust. If the complaint is found to be valid, action against the offender may include any combination of the following:

- Asking for an apology.
- Creating an agreement with the offender that will stop the behavior of concern.
- Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution.
- Disciplinary action in the form of verbal, written or final warning or termination of Common membership.
- Violent behavior may be reported to the police.

In determining any action to be taken against the offender, the following factors will be considered:

- Severity and frequency of the occurrence.
- Whether there have been previous incidents or prior warnings.

The Trust will investigate all complaints confidentially and take necessary action without retribution.

## ***Sexual Harassment***

The Trust will not tolerate any form of sexual harassment by anyone. Sexual harassment is:

- Uninvited acts of sexual intimacy.
- Unsolicited requests (both expressed or implied) for sexual favours.
- Remarks aimed at others which have a sexual connotation.
- Unwelcome conduct of a sexual nature towards others.

Examples of sexual harassment are:

- Patting, pinching.
- Deliberately brushing against someone.

- Sexual propositions.
- Insinuation about another person's private life.
- Comments about somebody's body.
- Offensive phone calls.
- indecent exposure.

Sexual harassment could also be displaying offensive photographs or telling sexist jokes in Common work areas.

### ***Drugs & Alcohol***

It is the policy of the Trust that no persons carry out activities involving risk on the Common under the effect of alcohol or drugs that may endanger their own safety or the safety of others.

### ***Purchasing for Safety***

When new or second hand machinery is purchased by the Common Trust, it is inspected to see if it is safe for use.

### ***Personal Protective Equipment (PPE)***

The Trust has assessed the need for Personal Protective Equipment (PPE) and will supply and maintain PPE for use by the Herdspeople to protect them from sunburn, excessive noise, horse related falls or injury, foot and hand injury. PPE is likewise available for use by Commoners, contractors and visitors to the Common. The Trust appreciates that Herdspeople, Commoners, contractors and visitors may prefer to use their own PPE with which they are familiar and secure. All persons on the Common may provide their own equipment ensuring it is of a reasonable standard.

The Herdspeople, Commoners, contractors and visitors are responsible for wearing or using PPE and requested to report damaged PPE to the Trust. Replacement PPE will be made available from the Trust.

### ***Emergency Preparedness & Response***

#### **Emergency Planning and Telephone Numbers**

Emergency telephone numbers are located on the Safety signage on the Common.

Emergency numbers: Trust President, Sherri McMahon 02 45 68 2013

Herdspeople, Suzi Deryk & Corey Ryan 02 45 68 2087



## **First Aid**

The St Albans Fire Brigade is the point of call for emergency First Aid on: 02 4568 2011.

A First Aid Kit is held by the Herdspeople at the Common House (566 Wollombi Road, Fernances NSW 2775) and also at the Administration office of the Trust (1390 Wollombi Road, Fernances NSW 2775). A First Aid Kit is accessible for emergency use at Working Bees and Musters.

## ***Workers Compensation and Personal Accident Insurance***

Workers Compensation arrangements are maintained for the Herdspeople. The Trust is entitled to request a copy of a Certificate of Currency for Worker's Compensation or Personal Accident Insurance from all contractors working on the Common.

## ***Work Health & Safety Review***

This Risk Management Plan is reviewed annually and reported on at the Common AGM.