 Biosecurity plan – schools not teaching agriculture

This template is intended for use by schools that have minimal plant and animal production and do not require a Property Identification Code (PIC). A PIC is required if you have any of the following on the school property: cattle, sheep, goats, pigs, bison, buffalo, deer, camelids, equines or over 99 small poultry or 9 large poultry (Emus or Ostriches).

School details

Insert school details in the table below.

| Details required | Enter your response here | Details required | Enter your response here |
| --- | --- | --- | --- |
| School name |  | Principal |  |
| Property address |  | Biosecurity coordinator |  |
| PIC | NA | Veterinarian 1 |  |
| Date |  | Veterinarian 2 |  |
| Review Date |  | Local Animal Health Office |  |
| Completed by (signature) |  | Emergency Animal Disease Hotline | 1800 675 888 |
| Principal (signature) |  | Schools Animal Welfare Coordinator | Sally Bannerman  0436 317 953 |

Attach school property map.

School staff authorised to use animals and plants for the purposes of research or teaching.

Signing this section indicates that staff members have read and understand the document and their role in maintaining the biosecurity measures put in place for this property.

| Staff member’s name | Staff member’s signature | Date |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Essentials

Fill out the tables below.

Farm inputs

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| New plants or animals | Introducing new plants and animals on to your property can allow unwanted diseases, pests and weeds to enter. Isolating new plants or animals for a quarantine period limits the risk of exposing your entire stock to new pests and diseases and spreading weeds into production areas. | * For all animals that arrives on the property, inspect health status or request pre-purchase inspection or veterinary inspection/certification inspection * Source certified seed or propagation material. * Inspect materials when they arrive and store away from other plant products * Newly introduced or returning stock must undergo a period of quarantine (recommended 21 days isolation) | [Animal Health Declaration](http://www.farmbiosecurity.com.au/toolkit/declarations-and-statements/)  [Example Inspection Record Template](http://farmbiosecurity.com.au/wp-content/uploads/2013/02/Stock-inspection-record-2.pdf)  [Production practices](http://www.farmbiosecurity.com.au/essentials-toolkit/production-practices/) |  |  |
| Animal feed | Animal feed can harbour diseases, pests and weed seeds. | * Inspect feed on delivery to ensure it is fit for purpose (e.g. free from pest damage and visual contaminants). If damaged or contaminated, implement appropriate disposal plan. * Stockfeed is stored in a manner that prevents contamination by livestock, vermin, wildlife, feral and domestic animals and other feed types, e.g., those containing restricted animal materials (RAM). * Always read the label of any stock feed you purchase and store feed in well labelled, sealed containers. | [Commodity Vendor Declaration](https://www.mla.com.au/globalassets/mla-corporate/meat-safety-and-traceability/documents/commodity-vendor-declaration.pdf)  [Stock Food Regulation Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0011/723476/Stock-Foods-Regulation-factsheet.pdf)  [Fodder and the General Biosecurity Duty Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0010/723178/fodder-and-the-general-biosecurity-duty.pdf)  [Farm Biosecurity: Farm Inputs Video](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-inputs/) |  |  |
| Water sources | Many pest and disease-causing organisms can survive for a long time in water sources until they find a suitable host. | * Monitor water points and infrastructure regularly, ensuring quantity and quality of water is suitable for the type of livestock under production. | [Farm Biosecurity: Farm Inputs Video](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-inputs/). |  |  |
| Animal bedding material | Animal bedding material can harbour diseases, pests and weed seeds. | * Ensure bedding material is fit for purpose, refreshed regularly and is stored in a clean, dry and vermin free environment. |  |  |  |
| Fertiliser | Organic fertilisers such as manure and compost can be a source of weeds if not composted thoroughly. | * Ensure that animal manure and green waste is aged and thoroughly composted to destroy weed seeds and disease causing organisms present in the material. * Maintain a record of the source of organic fertilisers, the application dates and where applied. | [LPA Record Keeping](https://www.mla.com.au/meat-safety-and-traceability/red-meat-integrity-system/about-the-livestock-production-assurance-program/record-keeping/) |  |  |

Farm outputs

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Moving plants and animals off the property | Crops and livestock can spread diseases, pests and weeds from your property and put the status or productivity of the entire region or industry at risk. | * Ensure all plant products and livestock for transport are fit to load and selected to minimise potential welfare issues, disease and/or contamination spread through transport. * Ensure animal welfare standards are adhered to at all phases of transport. | [Fit to Load Guidelines](https://www.mla.com.au/CustomControls/PaymentGateway/ViewFile.aspx?8znoiE22IExXkZNN6z/ht+RHdGsB+0+ryJnxjWa16FYe/D/C8aTPH5hN2i29hr4r3EYMKKAfsht7d1Tnt3BqiA==)  [Farm Biosecurity: Farm Outputs Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/farm-outputs/) |  |  |
| Product harvesting and storage | Dirty bins used for harvesting can transfer insect pests and diseases to subsequently harvested crops.  Soil and plant material adhering to harvested crops can carry insect pests and disease organisms. | * Remove loose soil and plant material from harvested crops. * Only potable water should be used for washing fruit and vegetable produce as part of packing operations. * Ensure no soil, waste plant material or pests are left on or in bins or transport containers by removing organic matter and disinfecting the bins after use. | [Farm Biosecurity: Product packaging and Storage Video](http://www.farmbiosecurity.com.au/essentials-toolkit/production-practices/) |  |  |

People

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Visitors | Visitors can unknowingly carry diseases, pests and weeds on their clothes and personal items.  The risk is greater if they’ve been in contact with other livestock or crops, or have recently been interstate or overseas. | * Encourage a ‘come clean, go clean’ practice for students and contractors * Provide Hand washing facilities and instructions for the washing of hands before and after handling animals and plants, at entry and exit. * Notify school contractors of their permitted areas of access to the farm prior to their entry. * Provide clean down equipment or facilities in permitted access areas for farm contractors and visitors to clean their boots and equipment when necessary. * Reduce the number of entry points to ensure all people and vehicles can be monitored and recorded, e.g. visitor log. School staff are recorded through their daily sign on and students through the class roll. Visitor logs are required for external agencies and personnel * Provide entry signage such as farm biosecurity sign, or directions to office/staffroom for sign-in | [Come Clean Go Clean Fact Sheet](https://www.daf.qld.gov.au/__data/assets/pdf_file/0011/97355/factsheet-come-clean-go-clean.pdf)  [Farm Biosecurity: People, Vehicles and Equipment Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/people-vehicles-equipment/)  [Farm Biosecurity Sign](http://www.farmbiosecurity.com.au/toolkit/records/) |  |  |

Production practices

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Animal health management | Animals on your property can harbour unwanted diseases, pests and weeds transferring them from animal to animal, one species to another, or one production area to another.  Knowing the pests and diseases endemic to your area and keeping up to date with best practice can allow you and your staff to identify and treat pests and disease quickly and efficiently and identify if/when an unusual pest or disease has entered your property. | * Implement practices that help protect your livestock from diseases endemic to your region by reviewing best practice management for livestock health and welfare and review updates from peak industry bodies as they arise. * Seek advice from a veterinarian or government officer in relation to any unusual sickness or death events. * In the event of a disease outbreak, isolate and treat, if necessary, affected and suspect animals. Keep treatment records until the animals have permanently left the property. * Record animal health activities and treatments to maintain herd/flock health history. * Keep records of purchases and sales, health certificates and declarations. | [Farm Biosecurity: Livestock Monitoring Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/production-practices/) |  |  |
| Equipment hygiene | Tools and equipment can carry diseases, pests and weed seeds. The risk for disease spread is higher when equipment is borrowed, lent or bought second-hand from other properties. | * Clean and disinfect tools and equipment before and after use on crops or livestock. * Clean and disinfect equipment between rows of plants (e.g. secateurs) or between different batches, mobs or herds of animals. * Always work with sick plants or animals last (work from clean to dirty). | [Farm Biosecurity: People, Vehicles and Equipment Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/people-vehicles-equipment/) |  |  |
| Plant waste | Leaf material or fallen fruit, abandoned orchards or vineyards can attract or harbour pests and diseases. It is important to break the lifecycle of insect pests. | * Collect all plant waste that shows signs of pests or disease and dispose of it well away from water sources, nursery and production areas. * For cuttings or healthy waste plant material, use a dedicated waste management facility or compost it thoroughly. |  |  |  |
| Carcase, manure and effluent management | Effluent, waste and dead animals harbour disease causing organisms. Disease agents in effluent can contaminate pastures, stock feed and water sources. | * Animal carcasses and effluent are disposed of in accordance with council regulations. |  |  |  |
| Feed and water troughs | Contaminants can accumulate in animal feed and water troughs if they are not cleaned regularly. Old feed or water left in the trough can contaminate new feed or water. | * Clean feed and water troughs regularly to prevent build-up of contaminants. * Provide cover for animal feed and water where possible, and keep troughs high enough so they cannot become contaminated by faeces. |  |  |  |
| Monitoring and surveillance | Early detection of pests and diseases gives you the best chance of preventing pests and diseases from establishing on your property and ongoing additional expenses for their control. | * Inspect livestock and crops regularly to ensure the early detection of sick plants and animals. Report unusual signs of disease as soon as possible to your local animal health authority. | [Example Treatment Record Template](http://www.farmbiosecurity.com.au/wp-content/uploads/Generic-Animal-Treatment-Record.pdf) |  |  |
| Fencing | Damaged fences can allow livestock to stray. It could also allow your neighbour’s livestock to mix with your stock. | * Ensure property fences, especially boundary fences, are regularly inspected and adequately maintained to prevent stock from mingling or straying, and unauthorised people and vehicles from entering. |  |  |  |
| AgVet chemicals | Chemical residues on plants and animal products can pose a risk to human health. | * Follow the instructions on the label and observe withholding periods after treatment. |  |  |  |
| Pests and weeds | Wild or feral animals and vermin may carry disease causing organisms.  Weed species are significant biosecurity problems and can host both agricultural and horticultural pests and diseases. Some weeds can make livestock sick. | * Document feral-animal, wildlife and weed-control programs that are in operation, include monitoring and management activities. * Where possible, undertake control programs in coordination with neighbours and other local community members. * Attach relevant documents to this checklist. | [Feral Animal Control Plan](http://www.pestsmart.org.au/planning-a-strategic-approach/)  [Pest Connect Resources](https://www.pestsmart.org.au/)  [Farm Biosecurity: Ferals and Weeds Video.](http://www.farmbiosecurity.com.au/essentials-toolkit/ferals-weeds/) |  |  |

Train plan and record

| Control point | Potential risks | Actions to reduce risks | Reference documents | Staff responsible | Action to take |
| --- | --- | --- | --- | --- | --- |
| Biosecurity planning | An on-farm biosecurity plan will help you prioritise the implementation of biosecurity practices relevant to your property. | * Devise a plan for your property, prioritise actions, and update the action(s) column as you achieve goals. * Property inspections for actual or potential biosecurity issues are undertaken regularly, where applicable, by a vet or animal health officer. * Ensure the school has a current Emergency plan that covers all potential risks to the property and animals kept on site, including, bushfire, flood, biosecurity, utility supply interruption and evacuation procedures. | Farm Biosecurity: Train, Plan and Record Video. |  |  |
| Staff training | Anyone working on the property may not know how easily diseases, pests and weeds can spread and how to prevent this from happening.  You have a responsibility to report unusual diseases, pests or weeds to an agronomist, vet, state DPI, EAD Watch hotline or the EPP Hotline. | * Personnel responsible for management and husbandry must:   + understand their role in the implementation of biosecurity practices   + know how to identify sick and injured animals and plants   + know where to find contact details for the local vet(s) and government animal health officer(s), and what to do in the event of a suspected emergency animal disease * Display Emergency Animal Disease Watch Hotline (1800 675 888), Exotic Plant Pest Hotline (1800 084 881) and local vet contact details in noticeable places on farm and ensure staff know where they are. | [EAD Action Plan](http://www.farmbiosecurity.com.au/wp-content/uploads/2013/03/Emergency-Animal-Disease-Action-Plan.pdf)  [General Biosecurity Factsheets DPI](https://www.dpi.nsw.gov.au/biosecurity/biosecurity-legislation/factsheets) |  |  |
| Document and Report | Incidents that involve animal welfare such as disease, parasites, injury and criminal behaviour related to animals increase the risk of contamination from other sites. | * Ensure a completed and signed Animal Research Authority is retained at the school and is signed by all staff who use animals and names the animal welfare liaison officer (AWOL). * Report all incidents to the Schools Animal Welfare Coordinator and follow the advice provided. * In the event of an incident that may attract media attention:   + Do not talk to media.   + Notify your school sector’s media unit   + Refer enquiries to the media unit   + Notify the Schools Animal welfare Coordinator | [Animal Research Authority](http://nswschoolanimals.com/compliance/animal-research-authority/)  [Notification Factsheet](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0007/723616/Notification.pdf) |  |  |

Notes

Additional resources

[LLS Biosecurity Handbook](https://www.lls.nsw.gov.au/__data/assets/pdf_file/0020/740423/GS-Biosecurity-Handbook.pdf)[[1]](#footnote-1)

[Department of Primary Industries](https://www.dpi.nsw.gov.au/biosecurity)[[2]](#footnote-2)

[Farm biosecurity](http://www.farmbiosecurity.com.au/)[[3]](#footnote-3)

[Local Land Services](https://www.lls.nsw.gov.au/biosecurity)[[4]](#footnote-4)

[Animals in Schools](http://nswschoolanimals.com/)[[5]](#footnote-5)

[Creative Commons CC BY](https://creativecommons.org/licenses/by/3.0/) This template has been adapted from <http://www.farmbiosecurity.com.au/> under [CC BY 3.0](https://creativecommons.org/licenses/by/3.0/)

1. <https://greatersydney.lls.nsw.gov.au/__data/assets/pdf_file/0020/740423/GS-Biosecurity-Handbook.pdf> [↑](#footnote-ref-1)
2. <https://www.dpi.nsw.gov.au/biosecurity/biosecurity-a-shared-responsibility> [↑](#footnote-ref-2)
3. <http://www.farmbiosecurity.com.au/> [↑](#footnote-ref-3)
4. <https://www.lls.nsw.gov.au/biosecurity> [↑](#footnote-ref-4)
5. <http://nswschoolanimals.com/> [↑](#footnote-ref-5)