



City Farm Pty Ltd
 ABN 17 141 123 631
 31 Darling St
 Abbotsbury NSW 2176
 P: 02 9823 3222 F: 02 9823 4067
www.calmsleyhill.com.au

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Risk Assessment

Venue Name		Calmsley Hill City Farm		
Location		31 Darling Street, Abbotsbury NSW 2176		
Phone	02 9823 3222	Fax	02 9823 4067	Website
Insurance		Does the venue have public liability cover		YES (\$20,000,000)
Activity /Program <i>Please list</i>	Recommended age/group/fitness level/pre-requisite skills	Staff accreditations /competence <i>For this activity/ program</i>	Potential Risks <i>List hazards/risks associated to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for the potential risk</i>
1. On the Farm tour including petting baby animals, milking a cow, touching/smelling plants.	Kindergarten to Year 2	All Guides received on-the – job training and are assessed as competent for particular activities such as cow milking and driving the tractor.	Exposure to straw and grass Contact with animals and plants with potential but unlikely exposure to bites, diseases or bee stings Allergic reaction to pesticides or sprays Walking on uneven/wet surfaces	School to inform of any allergies and bring appropriate medications e.g. ventolin, epipens. Safety instruction provided by guides to teachers and students Animals controlled by guides or behind fences Animals health monitored and animal pens cleaned daily Hand washing facilitates provided No spraying of garden areas and use of low toxicity products elsewhere Appropriate footwear worn by

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				students and supervision by teachers/parents helpers
2. Tractor Ride	Kindergarten to Year 2	Licensed Driver	Loss of balance within tractor due to bumps resulting from driving on uneven surface	Tractor registered and inspected yearly, regular servicing on site. Tractor and couplings inspected prior to each ride Safety instruction provided by guides to students Seating and rails provided in ride-on compartments
3. Whip cracking, sheep shearing and working dog demonstration	Kindergarten to Year 2	Operations Staff receive training on the job and assessed as competent for the activity.	Heat stress. sun exposure	Demonstrations only in area isolated from students Sunscreen hats to be provided by students Rotate with indoor activity to minimise exposure.
4. Soil erosion testing	Year 7-10	Guide is provided with training on the job	Heat stress/sun exposure Walk near unguarded water features Slip/trip Venomous snakes	Sunscreen/hats to be provided by the students Appropriate footwear to be worn by students Safety instruction provided by guides to students First Aid training and emergency procedures Use of 2 way radios for direct communication between

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				guides and First Aid reception. Supervision by teacher/parent helper
5. SLC Geography Fieldwork activity	Years 7-10	Teachers to guide no Calmsley Hill staff	Heat stress/sun exposure Walk near unguarded water features Slip/trip uneven walking surface Venomous snakes	Sunscreen/hats to be provided by the students Appropriate footwear to be worn by students. Safety instruction provided to students on orientation. Use of mobile phones to communication between teachers and First Aid reception.

Equipment	
<i>List any equipment including personal protective equipment, to be provided for students during the activities/program</i>	
Nil required for students	
Hand washing facilities readily available	
First Aid room and First Aid officers available	
Is all of the equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards	YES

Other Requirements Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicated if any items are provided by the venue	Nametags-template provided
	Hats and sun screens, sensible, enclosed walking shoes, comfortable clothing, insect repellent
	Water bottles

Supervision/services <i>List services provided by venue staff including briefings,</i>	Initial briefing outlining safety rules
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<i>guided tours, supervision of activities etc</i>	Guided tours
	Supervision of milking and petting activities

Access	Are access to and egress from the premises safe and without risk to health	YES
	Is the venue wheelchair accessible	YES
	Are disabled toilets available	YES

Emergencies	Are emergency procedures in place in the venue	YES
	Are staff trained to deal with emergency situations	YES

Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work	YES
	Monthly Public Area Reviews (risk audits) are completed and documented	YES

First Aid	Are first Aid kits available for each activity	YES
	Is there a trained first aid officer at the venue	YES
	Is a first aid room available	YES

Child –related employment	Are employees of your organisation engaged in child related employment as defined by the Commission for Children and Young people Act 1998 and the Child Protection (Prohibited Employment) Act 1998	YES
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	If yes, do you get all staff to complete and sign a Working with Children consent form as part of their employment pack?	YES
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