



**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](http://www.calmsleyhill.com.au)

**VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS**

**Risk Assessment**

|                                                                                              |                                                          |                                                                                                                                                |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Venue Name</b>                                                                            |                                                          | Calmsley Hill City Farm                                                                                                                        |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Location</b>                                                                              |                                                          | 31 Darling Street, Abbotsbury NSW 2176                                                                                                         |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Phone</b>                                                                                 | 02 9823 3222                                             | <b>Fax</b>                                                                                                                                     | 02 9823 4067                                                                                                                                                                                                                    | <b>Website</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Insurance</b>                                                                             |                                                          | Does the venue have public liability cover                                                                                                     |                                                                                                                                                                                                                                 | YES (\$20,000,000)                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Activity /Program</b><br><i>Please list</i>                                               | Recommended age/group/fitness level/pre-requisite skills | Staff accreditations /competence<br><i>For this activity/ program</i>                                                                          | Potential Risks<br><i>List hazards/risks associated to each activity/program and the venue</i>                                                                                                                                  | Control Strategies<br><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<br><br>Contact with animals and plants with potential but unlikely exposure to bites, diseases or bee stings<br><br>Allergic reaction to pesticides or sprays<br><br>Walking on uneven/wet surfaces | School to inform of any allergies and bring appropriate medications e.g. ventolin, epipens.<br><br>Safety instruction provided by guides to teachers and students<br><br>Animals controlled by guides or behind fences<br>Animals health monitored and animal pens cleaned daily<br>Hand washing facilitates provided<br><br>No spraying of garden areas and use of low toxicity products elsewhere<br><br>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.<br><br>Tractor and couplings inspected prior to each ride<br><br>Safety instruction provided by guides to students<br><br>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<br><br>Sunscreen hats to be provided by students<br><br>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<br><br>Walk near unguarded water features<br><br>Slip/trip<br><br>Venomous snakes | Sunscreen/hats to be provided by the students<br><br>Appropriate footwear to be worn by students<br>Safety instruction provided by guides to students<br>First Aid training and emergency procedures<br><br>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<br>Walk near unguarded water features<br>Slip/trip uneven walking surface<br>Venomous snakes | Sunscreen/hats to be provided by the students<br><br>Appropriate footwear to be worn by students.<br>Safety instruction provided to students on orientation.<br><br>Use of mobile phones to communication between teachers and First Aid reception.                                                                                                 |
| 6. School Camps at the farm         | Years 3-12 | Guide / Camp Host (present 24hrs)        | Tree falling on camper<br><br>Cold nights<br><br>Camp Fire<br><br>Moving around at night.                             | Tents are not positioned under trees.<br><br>Campers advised of colder periods. Camping generally not conducted June-Aug<br><br>Host briefs on camp fire safety. Host mgrs fire, fires only in fire pits. Water available. Adult always present. No fires during ban periods.<br>Campers advised to bring torches. Camping area has basic lighting. |
|                                     |            |                                          |                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                     |

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|                                                                                                                                                   |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Equipment</b>                                                                                                                                  |     |
| <i>List any equipment including personal protective equipment, to be provided for students during the activities/program</i>                      |     |
| Nil required for students (with the exception of camping nights at the farm further information is provided relating to personnel items required) |     |
| 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 |

|                                                                                                                                                                                                          |                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Other Requirements</b><br>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                                                                                  |

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

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|               |                                                                            |     |
|---------------|----------------------------------------------------------------------------|-----|
| <b>Access</b> | 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 |

|                    |                                                     |     |
|--------------------|-----------------------------------------------------|-----|
| <b>Emergencies</b> | Are emergency procedures in place in the venue      | YES |
|                    | Are staff trained to deal with emergency situations | YES |

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

|                  |                                                   |     |
|------------------|---------------------------------------------------|-----|
| <b>First Aid</b> | Is first Aid available for each activity          | YES |
|                  | Is there a trained first aid officer at the venue | YES |
|                  | Is a first aid room available                     | YES |

|                                  |                                                                                                                                                                                                      |     |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Child –related employment</b> | 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 |
|                                  | 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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|                 |                                                                                                             |     |
|-----------------|-------------------------------------------------------------------------------------------------------------|-----|
| <b>Covid 19</b> | Does the business have a valid multi layered Covid Safety Plan in place that meets SafeWork NSW guidelines? | YES |
|                 |                                                                                                             |     |

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