



# Collingwood Children's Farm Excursions

Risk management and mitigation information

School excursion to Collingwood Children's Farm	
<p>Child safety at Collingwood Children's Farm (CCF) during school excursions: Safety is a shared responsibility, however; please note that Duty Of Care resides with the visiting school and its respective teachers / supervisors at all times. To ensure the most enjoyable day at CCF, please look out for one another.</p>	
Hazard Identification	Risk reduction control measures
<p><b>COVID-19</b> - students, teachers or other visitors are exposed to COVID-19</p>	<ul style="list-style-type: none"> <li>● CCF operates in accordance with a COVID-Safe Plan.</li> <li>● CCF operates in accordance with Victorian Government guidelines.</li> <li>● Hand sanitiser is provided at various points around the Farm.</li> <li>● Students and teachers are advised to follow the general visitor protocols displayed on site at eateries.</li> <li>● Students and teachers are advised to follow general visitor protocols when leaving/exiting.</li> </ul>
<p><b>Nearby waterways</b> - CCF is located on the banks of Birrarung / Yarra River</p>	<ul style="list-style-type: none"> <li>● Establish clear behavioural guidelines before entering the CCF site.</li> <li>● Ensure there are enough adults present to supervise at all times.</li> <li>● Teachers and supervising adults should implement effective supervision strategies. E.g. Name badges, contact numbers displayed with students, designated meeting points, head counts, roll calls, peer to peer supervision through grouping students in partners / buddy groups / house groups / reading groups etc.</li> <li>● CCF educators will guide you around the site during guided activity times.</li> </ul>
<p><b>Movement around CCF</b> – the potential to lose children within the farm.</p>	<ul style="list-style-type: none"> <li>● Ensure students are aware and prepared for walking through a large site, staying with their group and sticking to designated paths</li> <li>● Ensure there are enough adults present to supervise at all times. This includes during the tours and activities as well as eating and toilet breaks.</li> <li>● Teachers and supervising adults should implement effective supervision strategies. E.g. Name badges, contact numbers displayed with students, designated meeting points, head counts, roll calls, peer to peer supervision</li> </ul>

	<p>through grouping students in partners / buddy groups / house groups / reading groups etc.</p> <ul style="list-style-type: none"> <li>● CCF educators will guide you around the site during guided activity times.</li> <li>● Organising teachers are aware that snakes are likely to be active in warmer months.</li> </ul>
<p><b>Contact with animals and plants</b> – possible but unlikely exposure to bites, stings and allergies.</p>	<ul style="list-style-type: none"> <li>● Ensure children do not pat or engage with unfamiliar dogs or other animals.</li> <li>● Keep children off garden beds.</li> <li>● Establish clear behavioural guidelines before entering the CCF site.</li> <li>● Have a first aid kit with you at all times. This is the responsibility of the visiting school to bring with them.</li> <li>● Hand washing facilities and hand sanitising stations are available in many locations.</li> <li>● Students will only be allowed into areas with animals deemed suitable by farm staff</li> </ul>
<p><b>Traffic hazards and interaction with vehicles</b> – possibility of accidents involving buses, delivery vehicles and CCF site vehicles.</p>	<ul style="list-style-type: none"> <li>● Small Buses (up to 20 seater) parking is available in St Heliers Street Car Park. Large Buses (20+ seater) parking is available on Johnston Street. More information available in Teacher Resource Pack supplied by CCF.</li> <li>● Follow designated foot-path from the bus drop off zone down St. Heliers Street to the entrance of CCF.</li> <li>● Ensure adequate supervision of children when walking on footpaths or crossing roads or car-parks.</li> <li>● Any vehicles permitted onsite during CCF opening hours are accompanied by a trained walker and don't exceed walking speed</li> </ul>
<p><b>Weather</b> – Extreme weather events, rain, sun, wind etc.</p>	<ul style="list-style-type: none"> <li>● Check weather forecast the day before coming to CCF and ensure children are wearing appropriate clothing for given weather conditions.</li> <li>● Ensure children are provided with adequate sun / rain protection such as sunscreen, hats, and/or gumboots.</li> <li>● In extreme heat ensure children have a refillable water bottle.</li> <li>● Activities can be modified or changed according to weather conditions.</li> <li>● CCF has many sheltered spaces around the site.</li> <li>● Collingwood Children's Farm's Extreme Weather Policy will come into effect in the event that:</li> </ul>

	<p>a) Temperatures exceed 35 degrees  b) An extreme weather warning has been issued  c) EPA AirWatch rates air quality as Hazardous  d) CCF deems conditions to be unsafe.  In this event all farm activities (including school excursions) will be cancelled.</p>
<b>Child protection</b>	<ul style="list-style-type: none"> <li>• All CCF staff are VIT registered or have current Working with Children Checks.</li> <li>• CCF operates in accordance with its ChildSafe plan.</li> </ul>
<b>First Aid</b> - medical emergencies at CCF that require first aid / other forms of assistance	<ul style="list-style-type: none"> <li>• Ensure you have an up to date and appropriate first aid kit.</li> <li>• Ensure all students have appropriate personal first aid if necessary (Asthma puffers, EpiPen, diabetes medication etc.)</li> <li>• Have as many first aid qualified supervisors and teachers on the excursion as possible.</li> </ul>
<b>Hygiene</b> – many of the activities involve digging and handling of plants and insects. Potential but unlikely contamination from hands to food and mouth etc.	<ul style="list-style-type: none"> <li>• Ensure students with plant / animal allergies have appropriate protection.</li> <li>• Ensure students wash their hands before drinking or eating at break times.</li> <li>• Ensure students wash hands after using toilet facilities.</li> <li>• Where appropriate, utilise a hand sanitiser (either provided by CCF or brought by guardians / students)</li> </ul>
<p><b>ROLE OF COLLINGWOOD CHILDREN’S FARM:</b> Management and employees recognise that they play a key role in prevention and mitigation strategies to reduce or minimise the effects of emergencies or hazards at CCF. Review of existing policies and procedures are done on a regular basis to ensure all legal and moral obligations regarding visitor safety are adhered to. CCF constantly strives to improve farm safety and ensure all measures possible are taken to reduce the likelihood of an emergency.</p>	