

Risk Management, Safety and Venue Information

Background

Tuckerberry Hill is a shared space open to the general public as well as hosting a range of community groups and delivering excursion programs to schools.

Tuckerberry Hill has a duty under Occupational Health and Safety legislation to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risk to health.

The best education outcomes are achieved at our sites through a balance of student led-inquiry and supervision, appropriate to age level and school regulations, including time spent immersed in the outdoors. Given this, the information below is provided to help teachers and students prepare and plan a safe visit to Tuckerberry Hill.

Purpose

The purpose of these guidelines is to outline what Tuckerberry Hill staff, school teachers and students and any accompanying adults, are required to do in order to minimise risk. How Tuckerberry Hill will manage risk relating to the transmission of COVID-19 is outlined on page 1 and in our organisational COVID-Safe Plan.

School Teacher responsibilities

School teachers have the duty of care for school students.

Please consider the following responsibilities of school teachers and adult helpers:

- Ensure all attendees read, agree to and on-the-day follow our COVID Safe Guidelines
- Students remain the responsibility of the school teacher at all times
- Student behaviour management and discipline is the school teacher's responsibility
- Adequate supervision at all times is required, see adult-student ratio below
- Student additional needs and health concerns are to be raised with Tuckerberry Hill staff
- Any first aid is to be applied by the school teacher, using school first aid kits
- If an incident occurs, an incident report is to be completed by Tuckerberry Hill staff with help from the school teacher.

Adult-student ratio requirements

Education level	Adult-student ratio
Early Childhood Centres and Kindergartens	1:3
Foundation to Grade 2	1:5
Grade 3 to Year 12 & Tertiary	1:10
A student from Special Development School (SDS)	1:1 carer/integration aid per student with special needs

Tuckerberry Hill staff responsibilities

Tuckerberry Hill staff do not have the duty of care for visiting school students.

Role of Tuckerberry Hill Staff during school excursions is to:

- Follow Tuckerberry Hill Covid-19 related policy and procedures and guidelines and site signage, including the completion of a health questionnaire before their shift
- Identify safety hazards and communicate these to school teachers and students
- Recognise an unsafe situation and to advise the school teacher and adult helpers immediately
- Assist in providing first aid, if requested by the school teacher
- Adjust the program due to last-minute weather changes

Hazard Location: Tuckerberry Hill Farm, 31 Becks Rd, Drysdale VIC 3222	
Hazard Description: Child safety at Tuckerberry Hill during a school excursion.	
Hazard Identification	Risk Reduction Control Measures
<p>Walking through the Tuckerberry Hill Farm – lost child/ren</p>	<ul style="list-style-type: none"> • Ensure students and staff are familiar with the map and prepared for walking through a large site. • Follow recommended supervision ratios of 1:3 for Early Childhood, 1:5 Primary School and 1:10 Secondary School • Students remain the responsibility of the school teachers at all times • Implement appropriate supervision strategies including: <ul style="list-style-type: none"> ○ Early Childhood/Primary Schools: regular role calls, establishing meeting points and meeting times ○ Secondary Schools: teacher mobile phone contact, regular meeting points and times • Gather all students and adults at beginning of the day to outline meeting times and ensure site orientation • School teachers need to conduct regular headcounts to check student numbers throughout the day • Encourage missing students to report to any Tuckerberry Hill staff member
<p>Walking through Tuckerberry Hill Farm - exposure to extreme weather</p> <p>Refer to our Weather Policy for more information.</p>	<ul style="list-style-type: none"> • Ensure students are provided with adequate sun protection and water (water points throughout the site – see map) • Become aware of undercover areas in case of extreme weather. • In case of high winds, the Tuckerberry Hill staff will advise if changes need to be made as per our Weather Policy • Tuckerberry Hill staff will avoid walking directly under tall trees in strong winds during the booked program.

Contact with animals and plants
 – possible, but unlikely, exposure to bites, disease and allergies

- School teachers can contact the Tuckerberry Hill staff in advance if students have any severe allergies, which may require changes to the booked program.
- Hand washing is encouraged after contact with soils and compost, patting or feeding chickens and another animals, before eating snacks and lunch, and after using toilets

Chickens:

- The chickens at Tuckerberry Hill are conditioned for close contact with visitors. These experiences are always facilitated by trained Tuckerberry Hill staff to mitigate the risk of injury such as pecking.
- The health of all chickens is routinely monitored and managed appropriately to minimize any risk of disease transfer to visitors.

Stings (plants or insect):

- School groups should provide their own EpiPens/ medication/ disposable gloves/ inhalers/ face masks as per required if allergic reaction/ anaphylaxis is a concern.
- Students should stay out of garden beds to avoid being stung by nettles and bees. Tuckerberry Hill staff will advise which gardens are OK to enter for an activity if required. Tuckerberry Hill staff can provide ice packs for relief from nettle, bee and ant stings.

Cats:

- As Tuckerberry Hill is a public farm, cats do visit the area - to avoid being bitten please do not allow students to engage with them and always keep a safe distance.

Snakes:

- Venomous snakes inhabit parts of Tuckerberry Hill Farm. All Tuckerberry Hill staff are trained in how to avoid risk around snakes and will advise groups where a snake might be sighted, and how to behave in a safe manner if so.
- All Tuckerberry Hill staff carry compression bandages, first aid instructions and a phone in case. Snake sightings affecting programs are called into the Dave and Christine Lean.
- Activities will be adjusted if the snake is too close to continue the program in a safe manner.
- Professionally trained Tuckerberry Hill staff are called to remove the snake when it poses a high level of risk for visitors and staff.

Burn or cut to skin or electrocution

The following activities require the students to use:

- Electrical appliances (Café; Food Rotation)

There's a risk of exposure to sharp objects during Café; Food Rotation.

- Tuckerberry Hill staff to describe and demonstrate safe behaviour when using sharp, electrical, or hot objects.
- Tuckerberry Hill staff will remove student access to these objects if the behaviour is not being maintained in a safe manner.
- Tuckerberry Hill staff will remove access to any of these objects if not directly required for an activity.
- School teachers to advise Tuckerberry Hill staff if unexpected sharp, electrical or hot objects are discovered during an activity.

	<ul style="list-style-type: none"> All electrical equipment is tested and tagged regularly to ensure its safety.
<p>Walking through the Tuckerberry Hill Farm - trips or falls</p>	<ul style="list-style-type: none"> School teachers to advise of any student special access requirements in order to move around the Tuckerberry Hill site safely. Please do this in advance so students can be accommodated for during their visit e.g. wheelchair or crutches access, unsteady walkers. Visitors should wear sturdy covered footwear at all times outdoors. Students and teachers should stay on designated walkways and not go into garden beds, waterways unless advised to do so.
<p>Walking through the Tuckerberry Hill - drowning or falling into water bodies</p>	<ul style="list-style-type: none"> Tuckerberry Hill staff to advise when coming close to the Dam and advise of safe boundaries. Students are not to run around the boundaries of the dam to avoid slipping over or falling in. Tuckerberry Hill recommends extra helpers/ extra staff attend to increase vigilance where waterside activities are booked. Students (Grade 5 and up) can only enter the water for netting or water testing activities if wearing waders and on approval from the School teacher. Students cannot go any deeper than knee depth in waders. Tuckerberry Hill staff won't allow students in water that is too deep or deemed unsafe i.e., deep, fast-flowing, too polluted, or contaminated with Blue-Green Algae. Activities usually held at the dam edge will be adjusted or changed if the dam is overflowing. Students won't be taken to the edge of the dam.
<p>Walking through Tuckerberry Hill Farm - exposure to the public and inappropriate behaviour</p> <p>Please note, Tuckerberry Hill Farm is a farm open to the public and is a shared space with other workers and volunteers.</p>	<ul style="list-style-type: none"> Tuckerberry Hill staff will monitor for inappropriate behaviour or language of other visitors, staff, or volunteers to school students and make school teachers aware of any issues that may affect activity. School teachers should advise Tuckerberry Hill teachers if any inappropriate language or behaviour is observed. School teachers to monitor and manage student interactions with other people using the space.
<p>Car Park – an accident with a vehicle upon entry and exit to Tuckerberry Hill Farm</p> <p>NOTE: Tuckerberry Hill is mostly closed to traffic with the exception of: delivery and maintenance vehicles, special needs access vehicles, emergency vehicles and bicycle traffic.</p>	<ul style="list-style-type: none"> A bus pick-up and drop-off zone is located down the driveway and directly in front of the entrance. All school teachers (including students) must use designated and marked walkways from the bus drop off zone until inside the main Tuckerberry Hill meeting point and gateway. School teachers need to ensure students allow safe movement of pedestrian and bicycle traffic past them at all times. Some activities use the surrounding creek-side and bike path area. Students and school teachers need to be observant of bikes, dog walking, and pram traffic and to stay on the left side of the path at all times.

	<ul style="list-style-type: none"> • Tuckerberry Hill staff advise how to safely use the path. It is the School teacher's and adult helpers' responsibility to maintain safe walking behaviour throughout the activity.
<p>Child Protection A copy of our Child Safety Commitment can be found on our website</p>	<ul style="list-style-type: none"> • All Tuckerberry Hill staff are compliant with Victorian Working with Children Checks or the Victorian Institute of Teaching (VIT) registration. • All staff abide by Child Safety Standards and continuously maintain a safe learning space for students visiting Tuckerberry Hill

All staff recognize that they jointly (with school teachers) have a key role in preventing and mitigating activities to reduce or minimize the effects of emergencies that may occur. Tuckerberry Hill reviews its policies and the site to ensure all measures possible are addressed to reduce the likelihood of an emergency.