



# CERES Community Environment Park Excursions

## Risk management and mitigation information

<b>School excursion to CERES Community Environment Park.</b>	
<p><b>Child safety at CERES during school excursions:</b> Safety is a shared responsibility, however; <i>please note that Duty Of Care resides with the visiting school and its respective teachers / supervisors <u>at all times</u>.</i> To ensure the most enjoyable day at CERES, please look out for one another.</p>	
Hazard Identification	Risk reduction control measures
<p><b>Movement around CERES site</b> – the potential to lose children within the park. (Some activities are conducted outside of the CERES grounds).</p>	<ul style="list-style-type: none"> <li>• Ensure students are aware and prepared for walking through a large site</li> <li>• Ensure children have appropriate footwear and stay on designated footpaths and walkways.</li> <li>• Follow recommended supervision levels of 1:3 for Kindergarten / pre – school; 1:5 for Prep to 2; and 1:10 for Grade 3 to Year 12.</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>• CERES educators will guide you around site during activity times.</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 CERES site.</li> <li>• Have first aid kit with you at all times.</li> <li>• Many CERES staff are trained in level 2 first aid.</li> <li>• Hand washing facilities are available in many locations.</li> </ul>
<p><b>Traffic hazards and interaction with vehicles</b> – possibility of accidents involving buses, delivery vehicles and CERES site vehicles.</p>	<ul style="list-style-type: none"> <li>• The bus pick up and drop off zone is located on Roberts Street on the Northern side of the Park.</li> <li>• Follow designated foot-path from the bus drop off zone down Lee Street to the entrance of CERES.</li> <li>• Ensure adequate supervision of children when walking on foot-paths or crossing roads or car-parks.</li> <li>• There is a strict 5kmh speed limit for any vehicle entering the CERES site.</li> <li>• Stay to the left hand side of any shared path.</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 CERES.</li> <li>• Ensure children are wearing appropriate clothing for given weather conditions.</li> <li>• Ensure children are provided with adequate sun / rain protection.</li> <li>• In extreme heat ensure children have a refillable water bottle.</li> <li>• Activities will be modified or changed due to extreme heat, cold or wet.</li> <li>• CERES has many sheltered spaces around site.</li> </ul>

<p><b>Child protection</b></p>	<ul style="list-style-type: none"> <li>• Where applicable, all staff are VIT registered or have compliant police and working with children checks.</li> </ul>
<p><b>First Aid</b> - medical emergencies at CERES that require first aid / other forms of assistance.</p>	<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, Epi Pen, diabetes medication etc.)</li> <li>• Have as many first aid qualified supervisors and teachers on the excursion as possible.</li> <li>• Many CERES staff are level 2 first aid qualified.</li> </ul>
<p><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.</p>	<ul style="list-style-type: none"> <li>• Ensure students with plant / animal allergies have appropriate protection.</li> <li>• Wash stations are placed around the CERES site</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 sanitising lotion (either provided by CERES or brought by guardians / students).</li> </ul>
<p><b>ROLE OF CERES:</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 CERES. 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. CERES constantly strives to improve park safety and ensure all measures possible are taken to reduce the likelihood of an emergency.</p>	