



Risk Management and Safety and Venue Information

February 2020

CERES is an environmental education centre, urban farm and social enterprise hub located alongside the Merri Creek in Brunswick East. Over 30 years' experience delivering education programs to school students has demonstrated that 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 CERES, Community Environment Park.

School teacher responsibilities

School teachers have the duty of care for school students.

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

- 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 CERES 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 CERES staff with help from the school teacher.

Adult-student ratio requirements

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

CERES staff responsibilities

CERES staff do not have duty of care for visiting school students.

Role of CERES Staff during school excursions is to:

- 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

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<p>Hazard Location: CERES, Community Environment Park, Corner of Roberts and Stewart Streets, East Brunswick, Victoria.</p>	
<p>Hazard Description: Child safety at CERES Community Environment Park during school excursion.</p>	
Hazard Identification	Risk Reduction Control Measures
<p>Walking through the CERES Community Environment Park and along Merri Creek– lost child/ren</p>	<ul style="list-style-type: none"> • Ensure students and staff are familiar with 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 CERES staff member
<p>Walking through CERES Community Environment Park and along Merri Creek - 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 site – see map) • Become aware of undercover areas in case of extreme weather. • In case of high winds, the Bookings team will advise if changes need to be made as per our Weather Policy • CERES staff will avoid walking directly under tall trees in strong winds during the booked program.
<p>Contact with animals and plants – possible, but unlikely, exposure to bites, disease and allergies</p>	<ul style="list-style-type: none"> • School teachers to contact the CERES Bookings Team 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, before eating snacks and lunch, and after using toilets <p>Chickens:</p> <ul style="list-style-type: none"> • The chickens at CERES are conditioned for close contact with visitors. These experiences are always facilitated by trained CERES staff to mitigate 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. <p>Stings (plants or insect):</p> <ul style="list-style-type: none"> • School groups should provide their own EpiPen's/ 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. CERES teachers will advise which gardens are

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	<p>OK to enter for an activity, if required. CERES Educators can provide icepacks for relief from nettle, bee and ant stings.</p> <p>Dogs and cats:</p> <ul style="list-style-type: none"> As CERES is a public park dogs and cats do visit the area - to avoid being bitten please do not allow students to engage with them and always keep a safe distance. <p>Snakes:</p> <ul style="list-style-type: none"> Venomous snakes inhabit parts of CERES Environment Park and along the Merri Creek. All CERES 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 CERES staff carry compression bandages, first aid instructions and a radio in case. Snake sightings affecting programs are called into the Education office. Activities will be adjusted if the snake is too close to continue the program in a safe manner. Professionally trained CERES staff are called to remove the snake when it poses a high level of risk for visitors and staff.
<p>Burn or cut to skin or electrocution</p> <p>The following activities require the students to use:</p> <ul style="list-style-type: none"> Scissors (Rethinker Tinker) Melted wax (Batik Making) Electrical appliances (Energy programs, Batik program) <p>There's a risk of exposure to sharp objects during Merri Creek walk.</p>	<ul style="list-style-type: none"> CERES staff to describe and demonstrate safe behaviour when using sharp, electrical, or hot objects. CERES staff will remove student access to these objects if behaviour is not being maintained in a safe manner. CERES staff will remove access to any of these objects if not directly required for an activity. School teachers to advise CERES staff if unexpected sharp, electrical or hot objects are discovered during an activity. All electrical equipment is tested and tagged regularly to ensure its safety.
<p>Walking through the CERES Community Environment Park and along Merri Creek - 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 CERES 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 to designated walkways and not go into garden beds, waterways unless advised to do so.

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<p>Walking through the CERES Community Environment Park and along Merri Creek - drowning or falling into water bodies</p>	<ul style="list-style-type: none"> • CERES staff to advise when coming close to the CERES Dam or Merri Creek and advise of safe boundaries. • Students are not to run around the boundaries of the dam, or along the banks of the Merri Creek to avoid slipping over or falling in. • CERES recommends extra helpers/ extra staff attend to increase vigilance where waterside activities are booked. • Students (Grade 5 and up) can only enter 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. • CERES 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 creek edge will be adjusted or changed if the creek is too fast flowing. Students won't be taken to the edge of the creek.
<p>Walking through the CERES Community Environment Park and along Merri Creek - exposure to public and inappropriate behaviour</p> <p>Please note, CERES is a park open to the public and is a shared space with other workers and volunteers.</p>	<ul style="list-style-type: none"> • CERES 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 CERES 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 and Robert and Lee street – accident with vehicle upon entry and exit to the CERES</p> <p>NOTE: CERES 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 directly in front of entrance. • All school teachers (including students) must use designated and marked walkways from the bus drop off zone on Roberts Street, along Lee Street, until inside the main CERES gates. • School teachers need to ensure students allow safe movement of pedestrian and bicycle traffic past them at all times. • Some activities use the surrounding Creekside 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. • CERES staff advise how to safely use the path. It is 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 here</p>	<ul style="list-style-type: none"> • All CERES staff are compliant with Victorian Working with Children Checks or Victorian Institute of Teaching (VIT) registration. • All staff abide by Child Safety Standards and continuously maintain a safe learning space for students visiting CERES

All staff recognize that they jointly (with school teachers) have a key role in prevention and mitigation activities to reduce, or minimize the effects, of emergencies that may occur. CERES Community Environment Park reviews its policies and the site to ensure all measures possible are addressed to reduce the likelihood of an emergency.

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