



## Risk Assessment & Safety Management Information Sheet

**Venue:** Heritage Park Bathurst Cultural Precinct  
**Location:** 626 Limekilns Road Forest Grove, NSW 2795  
**Phone Number:** 02 6337 3634  
**Email:** [farmstay@heritageparkbathurst.com.au](mailto:farmstay@heritageparkbathurst.com.au)  
**Insurance:** Public Liability Cover - Policy - Insurance Australia Ltd, t/a C.G.U. Sunrise - Policy effective until 31/08/2018

Hazard Classification (S)everity's	Likelihood of Occurrence (P)robability	Critically Number
1 - None	1 - Extremely Unlikely	L - Low 1 - 8
2 - Minor	2 - Very Unlikely	M - Medium 9 - 17
3 - Major Injury	3 - Unlikely	H - High 18 - 25
4 - Major Injury/Death	4 - Likely	
5 - Multiple Deaths	5 - Very Likely	

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Activity/Program	Recommended Age/ Fitness Level	Staff Accreditation/ Competence	Potential Risks	S	P	N	Risk Level	Control Strategies
Visiting Heritage Park Bathurst Cultural Precinct	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Dietary Requierments  Potential injury or bites animals/ Insects  Heat Stress/Sunburn  Slip/Trip	2	2	4	L	All schools / groups are welcomed on arrival and taken through an orientation that covers general safety and sensibility while at the venue  As well they are given a orientation pack containing rules, safety summary and general information about the venue  Schools to inform of any allergies and bring appropriate medications.  Animals around the farm are fenced off from visitors / dining accommodations areas. Also visitors are informed of areas they can not go.
Accommodation	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Falling out of bunks  Slip/Trip	3	2	7	L	Schools informed of rules such as no standing or jumping on bunks and no pillow fights etc.  Any sleepwalkers and child under 10 years to sleep in bottom bunks.  Students allocated separate male / female sleeping and bathroom areas.  Teachers / adults are accommodated in separate areas / rooms to students.  All outside areas lit up at night Supervision by Teacher / parent helper
Dining/Meals	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Dietary Requierments  Slip/Trip	3	2	8	L	Schools to inform of any food allergies or special diets and bring appropriate medication.  Venue caters for all allergies and special diets. Check on these with schools on arrival  Procedure during meal times is explained at each meal and is Supervised by both venue staff and Teachers

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Animal nursery	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Bites, Stings, Allergic Reactions  Heat Stress/Sunburn  Slip/Trip	2	2	4	L	Safety instruction provided by venue staff to students  Animals controlled by staff or behind fences  Animals health and welfare monitored and animal pens cleaned daily Sunscreen / hats provided by students Appropriate footwear worn by students
Tractor / Hay ride	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Slip/Trip  Heat stress / sunburn  Bites, Stings, Allergic Reactions	2	2	4	L	Tractor and trailer have daily maintenance and inspections before each ride  Safety procedures are explained to people before rides Seating and rails provided on ride in trailers  Teachers to supervise on each trailer  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe precautions eg; sunscreen/hat
Playground	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Accidents from swings  Slip/Trip  Heat stress / sunburn  Fall off Equipment  Bites, Stings, Allergic Reactions	3	2	4	L	Regular maintenance on swings  Teachers to supervise  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe precautions eg; sunscreen/hat
Sheep & Cattle Show	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Potential injury or bites animals/ Insects  Slip/Trip  Bites, Stings, Allergic Reactions	2	1	1	L	Show and animal participation under supervision and control of staff  Animals kept in show (stage & pens) area  Schools to inform of any allergies and bring appropriate medications. Any student with particular animal or hair/fur allergies kept away from animals
Indoor Activities <i>Sky Lore</i> <i>Coolamon Making Demonstration</i> <i>Trivia</i> <i>Observatory</i> <i>Weather Talk</i> <i>Artefacts</i> <i>Traditional Wiradyuri Language</i> <i>Aboriginal Wiradyuri Weaving</i>	Kindergarten - Year 12 <i>Kindergarten - Year 12</i> <i>Kindergarten - Year 12</i> <i>Year 4 - Year 12</i> <i>Year 4 - Year 12</i> <i>Year 4 - Year 12</i> <i>Kindergarten - Year 12</i> <i>Kindergarten - Year 12</i> <i>Year 4 - Year 12</i>	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.  All Staff have completed the necessary level of competency set by management.	Slip/Trip  Bump/Run in to other people  Reaction to or misuse of materials	2	1	3	L	Staff direct Children/Guest and allocate areas to avoid accidents  Supervised by Trained Staff  Adult supervision to ensure appropriate use of art and craft materials, glues, scissors etc

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Elders Campfire	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Burns  Slip/Trip  Bites, Stings, Allergic Reactions	2	1	1	L	Fire drum is surrounded by a safety rail  Fire is only lit by trained staff  Use of campfire only used under supervision of Teachers
Putt Putt Golf	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Swinging putter and hitting other persons  Hitting golf ball at other people with potential to cause injury  Bites, Stings, Allergic Reactions	2	2	3	L	All students informed of sensible play and rules to prevent possible injury.  Students supervised by a Teacher during play.
Traditional Wiradyuri Art	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Reaction to or misuse of materials	2	1	1	L	Adult supervision to ensure appropriate use of art and craft materials, glues, scissors etc
Outdoor activities  <i>Sky Lore</i> <i>Observatory</i> <i>Artefacts</i>	Kindergarten - Year 12  Kindergarten - Year 12 Year 4 - Year 12 Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Potential injury or bites animals/ Insects  Heat Stress/Sunburn  Slip/Trip  Bites, Stings, Allergic Reactions	2	2	2	L	Sunscreen / hats provided by students  All students are shown / taught how to safely partake in the activity. Safety procedures explained and where necessary the appropriate safety equipment is provided  Supervision by Trained staff  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe precautions eg; sunscreen/hat
Bushdance	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check. Working with Children's Check.	Slip / trip  Bump/Run in to other people	2	3	2	L	Trained staff instruct dance steps and supervise in fun and safe way  Teachers to help supervise  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe precautions eg; sunscreen/hat
Traditional Dance Workshop	Kindergarten - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Slip/Trip  Bump/Run in to other people	2	2	3	L	Trained staff instruct dance steps and supervise in fun and safe way  Teachers to help supervise

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Traditional Bush Tucker and Medicine	Year 4 - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Dietary Requirments  Potential injury or bites animals/ Insects  Heat Stress/Sunburn  Slip/Trip  Bites, Stings, Allergic Reactions	2	1	3	L	Schools to inform of any food allergies or special diets and bring appropriate medication.  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe procautions eg; sunscreen/hat
Stone Tool Making	Year 4 - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	misuse of materials  Heat Stress/Sunburn  Bites, Stings, Allergic Reactions	2	2	1	L	Adult supervision to ensure appropriate use of materials  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe procautions eg; sunscreen/hat
Boomerang Making and Throwing	Year 4 - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	misuse of materials  Heat Stress/Sunburn  Bites, Stings, Allergic Reactions	2	2	3	L	Adult supervision to ensure appropriate use of materials  Student/Teacher responsibility to be wearing appropriate Clothing and taking sun safe procautions eg; sunscreen/hat
Spear Making Demonstration and Throwing	Year 4 - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Misuse of Materials  Injury From the Spear	2	2	3	L	Adult supervision to ensure appropriate use of materials  Throwing of the spear is demonstrated followed by safety instructions before paticipation.
Whip Cracking and Archery	Year 4 - Year 12	All Staff have completed the necessary level of competency set by management.  Working with Children's Check.	Whiping Yourself  Injury by the Arrow	2	2	3	L	Adult supervision to ensure appropriate use of whips  Shooting arrows are demonstrated followed by safety instructions before paticipation.

## Equipment

List any equipment , including personal protective equipment, to be provided by the students

Nil required for students	
Handwashing facilities provided	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards</i> <b>YES</b>

<b>Other requirements</b>  <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring.</i>	Suggested to bring sensible enclosed walking shoes , comfortable clothing and in summer hats, sunscreen, insect repellent,water bottles
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<b>Supervision services</b>  <i>List services provided by venue staff including briefings, supervision of activities, guided tours etc</i>	Initial welcome and orientation where all safety issues / procedures are outlined
	Supervision of sheep & cattle show, Supervision of tour through animal nursery
	Supervision of outdoor activities
	Supervision of meals

<b>Access</b>	<i>Are access to and access from the premises safe and without risk to health</i>	<b>YES</b>
	<i>Is the venue wheelchair accessible</i>	<b>YES</b>
	<i>Are disabled toilets available</i>	<b>YES</b>

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

<b>Construction/Maintenance repair</b>	<i>Are licensed personal used for all construction, maintenance and repair work</i>	<b>YES</b>

<b>First Aid</b>	<i>Are first aid kits available for each activity</i>	<b>NO</b>
	<i>Is there a first aid trained person on the venue</i>	<b>NO</b>
	<i>Is there a first aid room available</i>	<b>NO</b>

<b>Child related employment</b>	<i>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young Peoples Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i>	<b>YES</b>
	<i>If yes which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purposes of employment screening :</i> <b>NSW Commission for Children and Young People</b>	
	<i>All persons at Heritage Park Bathurst Cultural Precinct have undergone the working with children check as required by the NSW Child Protection (Working With Children)Act 2012, No 51</i>	