



## Conditions of Entry

Safety on our farm is of the utmost importance. Supervision of children on our farm is the responsibility of the visiting adults, parents & teachers within your group. Please ensure that children follow the instructions of our staff at all times. For visiting groups; the "person in charge" of the visiting group is to ensure that the necessary forms have/will be completed prior to the entry of your group to Trevena Glen. An acknowledgement (letter or email) must be sent back to Trevena Glen to ensure that you have received & understood our risk assessment & conditions of entry (i.e. a signed copy of the conditions of entry below or similar i.e. continued correspondence or a confirmed booking will be taken as an acknowledgement of the conditions of entry and requirements thereof).

### Conditions of Entry & Risk of Farm Education Activities

- Every visitor agrees to indemnify and release unconditionally, Trevena Glen and associated entities and directors, employees, staff, volunteers thereof to the extent allowed by law in the event of suffering, injury, property loss or death prior to entry. Visiting groups must complete and sign a permission form drafted by the visiting group prior to entry into Trevena Glen. The permission form must include the indemnity & release cause above. In lieu of this cause inclusion on the permission forms, the person in charge can provide a signed letter stating the following (1) that prior permission has already been obtained from the parents/guardians of those children attending the excursion (2) that they have received, understood and/or sort clarity on any aspects which concerned them or that are unclear with regards to the Trevena Glen's risk management form & conditions of entry (3) that the visiting group has a current public liability insurance policy covering the date(s) of their visit and persons attending.
- Every visitor (or group) is aware that there is a potential for serious injury, accident or death to any person participating in farm educational activities. Each person agrees to participate at their own risk and that Trevena Glen shall not be liable for any personal injury, death, loss or damage occasioned to any visitor or any loss or damage occasioned to any possessions whether such liability arises out of any express or implied term of participation in the activities or at common law or in any other way. Each person (or the visiting adult/teacher or parent on their behalf) can choose not to participate in any activity if they feel uncomfortable or that it is too dangerous.
- Farms are inherently dangerous and it is not practical to provide an exhaustive list of risk however for the known hazards there are specific mitigations to address these. It is essential that ALL visitors, especially children, remain with the group and do not wander off to view other areas of the farm. If you see something you would like to know more about, please ask the staff; do not wander off to take a closer look yourself.
- Electric fences are utilised on the property and fenced off areas can contain either animals or physical hazards therefore they should not be entered into or arms extended through them without expressed permission from Trevena Glen staff.
- Farm animals can be dangerous and can act in sudden and unpredictable ways, especially if frightened or hurt. Please be quiet and sensible when feeding and patting the animals. Loud noises and sudden movements can often frighten animals.
- Farm animals can carry diseases, therefore hand washing is important and any instructions given by Trevena Glen staff & volunteers or signage as to hand washing should be followed; Anti-bacterial solution or soap will be available.
- Farm equipment is obviously dangerous; thus climbing in or on farm machinery and trees/logs is not permitted
- Supervision of children at all times remains the responsibility of teachers, group leaders and parent helpers. The role of Trevena Glen Staff is to facilitate the group discussion not to reprimand misbehaviour. A ratio of 1:4 for parent helpers is required to ensure that adequate supervision is provided on farm at all times.
- Trevena Glen reserves the right to ask visitors to leave should there be a situation where we believe the safety of visitors, employees or the animals is compromised. Furthermore, activities will cease should the staff feel that the behaviour of any visitor is risking the safety of our animals or others persons in the group. Activities will recommence at the discretion of the Trevena Glen staff.
- Enclosed shoes must be worn at all times and it is recommended that rubber boots or the like be brought if wet weather is expected.
- Wearing a hat and bringing water is essential as the activities are often outside.
- If a student/child needs to go to the toilet during an activity they must be accompanied by an adult & the Trevena Glen staff member must be notified prior.
- All rubbish must be placed in the bins provided. Animals are inquisitive and can easily choke on rubbish left on the ground. Food scraps can be placed in the buckets provided to feed to the animals during that session.
- It is understood that photography/videos may be taken of the visitors whilst participating in the educational activities by other visitors or person's in the group. Trevena Glen accepts no responsibility for their actions nor the future use thereof by these persons'.
- A trained first aid officer must attend with each group and it is the responsibility of the group attending to provide an adequate first aid kit for use by this officer should the need arise.

Name:

Signature

Date:



<p><b>Activity location:</b></p> <p><b>Review conducted by:</b></p> <p><b>Date of review</b></p>	<p>Various pens / enclosures at farm</p> <p>Lindsay &amp; Katie Rooke</p> <p>17/6/17</p>	<p><b>General Disclaimer</b></p> <ul style="list-style-type: none"> <li>• Animals can be unpredictable &amp; at time dangerous.</li> <li>• Electric fences are utilised on the property, fenced off areas can contain either animals or physical hazards</li> <li>• PPE requirements – sunscreen, enclosed shoes, water, hat</li> <li>• Consent forms have been filled out &amp; participation is voluntary</li> <li>• One teacher/helper per subgroup is first aid trained</li> <li>• The various signage around the farm is to be observed/complied with at all times</li> <li>• The usual group sizes are range from 15-20kids (plus 4-5 adult helpers minimum) with one TG staff member per group. 1:4 ratio for supervision</li> </ul>
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Item	Activity summary	Risks associated to the activity are:	Consequence (C)	Hazard controls	Likelihood (L)	Risk Level (R)
1	Welcome & farm safety guidelines	<p>Located: at the party shed or under the main tree</p> <ul style="list-style-type: none"> <li>• Falling off tables, trip on roots, branch falling from tree. Kids or adults might not hear/listen to safety instruction/conditions of entry</li> </ul>		<ul style="list-style-type: none"> <li>• TG staff member (alternatively the person in charge) boards the bus to do the initial welcome &amp; to instruct all kids to make their way over to the table at the tree.</li> <li>• All participants to remain seated (not to climb or jump off tables/seats)</li> <li>• Check tree for potential falling branches (particular dead branches) &amp; relocate if necessary</li> <li>• TG staff to observe the crowd &amp; repeat safety guidelines if necessary</li> <li>• TG staff to get a head count of kids &amp; split them into groups (if not already done).</li> </ul>		
2	Animal handling (General)	<p>Located: various</p> <ul style="list-style-type: none"> <li>• Exposure to infection &amp; diseases</li> </ul>		<ul style="list-style-type: none"> <li>• Children are shown how to feed animals by keeping their hands flat.</li> <li>• Provision of antibacterial soap for hands after each activities &amp; prior to eating. (Responsibility of visiting adults who are assisting to ensure participants do this).</li> <li>• Animal containers are rinsed after feeding to avoid contamination &amp; night yards are regularly cleaned of manure &amp; soiled food.</li> </ul>		



3	<p><b><u>Rotation 1</u></b> Wagon ride &amp; Horse appreciation</p>	<p>Located: meet under fig tree</p> <ul style="list-style-type: none"> <li>Slips, trips, falls in climbing onto wagon.</li> </ul>	<ul style="list-style-type: none"> <li>TG staff to explain specific rules for this activity &amp; what will happen</li> <li>Tractor is turned off whilst boarding &amp; disembarking. Alternatively it can be in neutral, clutch not depressed, handbrake on and bucket down on ground.</li> <li>Two adults to board the wagon first, one to direct kids to seats the other to 'spot' kids as they climb up. TG staff to stand by stairs to guide participants on. Remaining adults to contain group prior to boarding. This process is reversed on disembarking.</li> <li>Participants to remain seated at all times</li> <li>The rear wagon gate is closed and secured by TG staff or assisting adult/teacher.</li> <li>TG staff/driver announces that the tractor trailer ride will commence &amp; all persons must remain seated. Honk the horn prior to movement.</li> <li>The tractor is fitted with hazard lights</li> <li>The tractor ride is not to exceed a maximum of 10km/hr</li> <li>Tractor trailer ride encompasses the fenced boarder around the "party shed" (open days) or around the cottages &amp; through the round yard</li> </ul>		
		<p>Located: Round yard &amp; cottages tractor loop</p> <ul style="list-style-type: none"> <li>Animal startled &amp; participant struck by horse</li> </ul>	<ul style="list-style-type: none"> <li>All participants are not to enter the paddock without staff permission</li> <li>The horse is to be tied up (or held by the staff member) before &amp; after the demonstrations &amp; when patrons are entering/exiting</li> <li>Only TG staff/volunteers will demonstrate the horse appreciation.</li> <li>Horse demonstration is contained within a small area to prevent the likelihood of the horse bolting.</li> <li>Participants are to remain seated throughout the demonstration.</li> </ul>		



		<p>Located: back of the cottages</p> <ul style="list-style-type: none"> <li>• Bee stings</li> </ul>		<ul style="list-style-type: none"> <li>• TG staff member to be advised if there are visitors who suffer from anaphylaxis shock. It is recommended that these visitors bypass this aspect of the rotation.</li> </ul>		
4	<p><b>Rotation 2</b> Mini Horse leading &amp; games</p>	<p>Located: horse night yard down from party shed</p> <ul style="list-style-type: none"> <li>• Animal startled &amp; participant struck by horse. Horse stands on visitor foot</li> </ul>		<ul style="list-style-type: none"> <li>• All participants are not to enter the paddock without staff permission.</li> <li>• The horse is to be tied up (or held by the staff member) before, between &amp; after each child's turn of horse leading.</li> <li>• Participants are to remain seated until it their turn to lead the pony</li> <li>• Enclosed shoes are to be worn by participates in lieu of this they will need to bypass actually leading the mini horse (they can still sit &amp; listen).</li> <li>• TG staff to hold the lead line of the horse in addition to the children.</li> </ul>		
		<p>Located: machinery shed</p> <ul style="list-style-type: none"> <li>• Pinch, crush, slips or falls on machinery equipment</li> </ul>		<ul style="list-style-type: none"> <li>• Visitors are not permitted to climb/step on or touch the machinery equipment.</li> <li>• Machinery is to be kept towards the back of the shed.</li> <li>• A parent/adult/teacher is to directly supervise this activity, ideally standing between the children &amp; the machinery.</li> </ul>		
5	<p><b>Rotation 3</b> Animal handling of goats, sheep, guinea pigs and silkies &amp; collecting hen eggs</p>	<p>Located: Sheds around main tree</p> <ul style="list-style-type: none"> <li>• Animal startled in confined space, results in injury, cuts, bites or crunch points</li> <li>• Slips, trips, falls on entry/exit of stalls</li> </ul>		<ul style="list-style-type: none"> <li>• TG staff to explain specific rules for this activity &amp; what will happen</li> <li>• No other animals are to be handled due to safety requirement/possible diseases &amp; infections</li> <li>• All participants are not to enter the enclosures without staff permission</li> <li>• Light weight baby bottles, a table &amp; 2 x 2lt are provided (Lamb/goat feeding only)</li> <li>• Refer to step 2 for exposure to infection &amp; diseases hazard controls</li> </ul>		



6	<b>Rotation 4</b> Large animals or Pony Rides or sulky ride	Located: Down at the arena or around the party shed loop <ul style="list-style-type: none"> <li>Animal startled &amp; participant struck by horse</li> </ul>	<ul style="list-style-type: none"> <li>TG staff to explain specific rules for this activity &amp; what will happen</li> <li>All participants are not to enter the enclosures without staff permission</li> <li>Horse riding is contained within the arena or animal walk paddock</li> <li>Saddle &amp; halter are placed on horse by TG staff</li> <li>Pony rides are contingent on behaviour, weight of participants, horse &amp; saddles available.</li> <li>Participants are provided with a helmet prior to entering the yard. Helmets need to be fitted by the adults helpers, this is then double checked by TG staff.</li> <li>The child is guided by the adult assisting to the TG staff member.</li> <li>Mounting block to be used to assist participants climb onto saddle.</li> <li>Led line horse ride by TG staff, one adult to assist in spotting the participant (they are to walk in line with the girth &amp; same side of TG staff member)</li> <li>Participants are led twice around the yard (once around the animal trail) whilst they hold onto the saddle 'horn'</li> <li>Participants will either stand outside the fence near him or they will be allowed to mount Big Ears under the supervision of staff. A mounting block will be provided.</li> <li>After completing the horse ride participants are guided out of the yard by an assisting adult.</li> </ul>		
		Located: Around the party shed <ul style="list-style-type: none"> <li>Animal startled &amp; bolts with participant struck by horse or falling from the sulky</li> </ul>	<ul style="list-style-type: none"> <li>Only 3 persons (one TG staff &amp; two kids) can ride the sulky at once.</li> <li>The sulky is built with arms rests to contain the persons on board (not an open seat)</li> <li>Sulky built with a step for entry &amp; egress</li> <li>TG staff or adult helper to hold the horse whilst</li> </ul>		



				children enter/exit		
		<p>Located: various</p> <ul style="list-style-type: none"> <li>Animal startled &amp; participant struck, electric fence shock</li> </ul>		<ul style="list-style-type: none"> <li>The cow &amp; donkey will be contained in a fenced or enclosed area</li> <li>Non flash cameras are to be used by an assisting adult to avoid startling the cow</li> <li>Electrical fence on pig enclosure to be signed</li> </ul>		
7	<p><b><u>Rotation 5</u></b> Jumping castle (optional rotation for larger groups)</p>	<p>Located: within the fenced party shed area</p> <ul style="list-style-type: none"> <li>Patrons experience slips, trips, falls whilst participating on/around the jumping castle. Additional hazards include hot surfaces from the radiate sun heat/carpet burn from friction. Jumping castle instability due to wind, ground slope or participates distribution. Power loss of blower causes deflation</li> </ul>		<ul style="list-style-type: none"> <li>The maximum no. of participants at once is six people, with the weight per participant not exceeding 54kg. Access should be granted through the grouping of similar sizes participants. General safe use is expected i.e. no somersaults, tackling, climbing walls. Participants need to slide feet first.</li> <li>Jumping castle has a permanent level pad, which is clear of obstacles, electrical wires etc. This location is also semi shielded from the wind &amp; sun by adjacent trees &amp; the shed</li> <li>Participants are not to access the rear &amp; sides of the castle.</li> <li>Use of the jumping castle not permitted in high winds (+17knots) or wet weather.</li> <li>In the event of power failure to the jumping castle, the blower provides some back pressure to allow participates time to evacuate the castle. The adult helper is required to evacuate all children prior to trying to reconnect power.</li> </ul>		
8	<p><b><u>Optional Activities</u></b> Bucking bronco</p>	<p>Located: under the fig tree</p> <ul style="list-style-type: none"> <li>Patrons experience slips, trips, falls whilst participating on/around the bucking bronco</li> </ul>		<ul style="list-style-type: none"> <li>The step ladder is placed and removed for mounting and dismount of the bucking bronco</li> <li>A handle on the bucking bronco is provided to assist patrons for stability</li> <li>The patrons are provided with a helmet</li> <li>soft fall material is provide (foam underlay) if in the event the patron does fall from the bucking bronco</li> <li>In addition the adult bouncing the patron need</li> </ul>		



				to stay directly in front so that eye contact can be maintained. Bouncing is to stop if the patron is losing balance, or looking nervous.		
9	Lunch	Refer to item 1		Additional hazard controls <ul style="list-style-type: none"> <li>• TG staff will be onsite to supervise animals</li> <li>• All animals will remain locked up (exception being mini horses who are brought out for photos &amp; pats)</li> </ul>		
10	Farewell	Refer to item 1		Additional hazard controls <ul style="list-style-type: none"> <li>• TG staff to thank participants and get a final head count of kids</li> </ul>		
<ul style="list-style-type: none"> <li>• There is 15mins float in the schedule for moving groups from one area to another. The program duration is 2-3hrs based on group size and type of group.</li> <li>• The emergency assembly point is the: Front gate triangle yard next to where the bus enters. Upon assembly at the emergency point a head count is required, TG staff will search for missing participants</li> <li>• The first aid kit is located in the "site office/animal food prep shed"</li> <li>• The closest medical care is: 7mins to Samford village (32896018, Unit 1a, 32 main st Samford 4520). An assisting adult &amp; TG staff member will transport the participants to the doctor's surgery</li> <li>• The closest hospital is the Prince Charles Hospital (3239400) approx. 30mins drive, an ambulance will be contacted for transport based on TG staff member judgement or the visiting group's first aid officer.</li> <li>• If during the visit a serious injury occurs, TG staff coordinator must be made aware of this so that an incident report can be filled out.</li> <li>• During an activity if a foreseeably high risk level item is identified the TG staff member, teacher, adult helper is required to/must stop &amp; rectify the circumstance immediately e.g. identify what will be done &amp; when the actions that will be completed.</li> <li>• This risk assessment comprises of the known, historical and foreseeably expected risks which could be encountered whilst at Trevena Glen. This risk assessment is provided for each participant's (or parent/guardians) awareness.</li> </ul>						