
Hunter Gatherings

Berawinnia Policies
and Procedures
Handbook

V.1 18/09/2018

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Summary

Connecting people with nature is the aim of Hunter Gatherings and is at the heart of this organisation. The Berawinnia venue operated by Hunter Gatherings is set in beautiful bush surrounds and is home to many native plants, birds and animals and a creek. The facilities at Berawinnia have been thoughtfully developed over a number of years and include an open workshop/playgroup area pavilion, amphitheatre, massage hut and outdoor bath, rope swing and campfire circle.

To ensure the safety of visitors and preservation of the natural surrounds and facilities, this handbook contains Hunter Gatherings (SA) Pty Ltd's policies and procedures.

Procedures

Registration

In registering for an Activity (workshop, event, show, venue hire etc) taking place at Berawinnia you are agreeing to abide by the Terms and Conditions for Visitors to Berawinnia. These are located on our website and will be provided upon confirmation of a registration.

As an event organiser or supervisor of an Activity it is important you are familiar with the Berawinnia policies and procedures.

Registration Form

Responsible Person Full Name:			
Mobile Number:			
Email Address:			
Activity type:	Playgroup/ Workshop / Show / Private Event / Retreat		
Arrival Date:		Arrival Time:	
Departure Date:		Departure Time:	
Induction			
Date & time:			
Induction completed by:			
Induction Pack Provided:	Yes		
Emergency Contact Name:			
Emergency Contact Relationship:			
Emergency Contact Mobile Number:			

I have read and understand the Berawinnia policies and procedures, and terms and conditions, and have successfully completed an on-site induction.

Sign Here

Induction

Responsible Persons will be provided with an induction pack upon confirmation of an Activity and receive an on-site induction, which is a simple walk around the property to cover:

- Access – entry and exit/lock up for visitors
- Safety
 - What to do in an emergency (fire, accidental injury, missing participant)
 - Hazards – creek, main road, snakes
 - Weather policy & procedure
 - Fire policy & procedure
 - Snake policy & procedure
 - Shut the gate
- Facilities Location & Use (some are only available by booking)
 - First Aid kits
 - Fire extinguishers and fire blankets
 - Toilets
 - Rope swing
 - (if authorised) campfire area
 - (if authorised) massage hut and outdoor bath
- Security - lock your valuables

and induction pack:

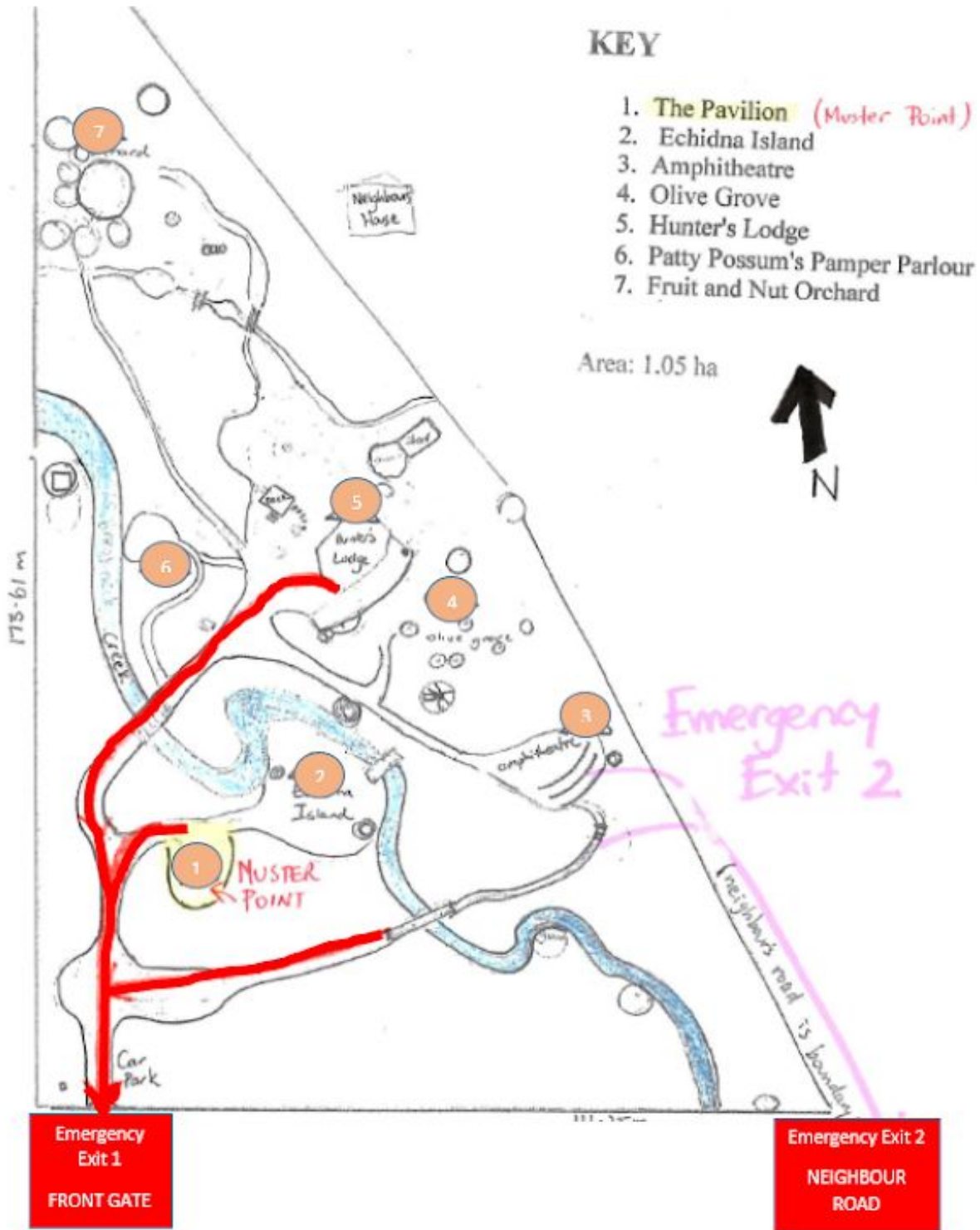
- Terms & Conditions
- Policies and Procedures Handbook
- Site map with emergency muster points

Emergencies

Emergency situations will be covered at site induction.

- Call 000 for Emergencies
- Nearest Emergency Department:
Noarlunga Hospital, Alexander Kelly Drive Noarlunga Centre 08 8384 9222
- Nearest major hospital:
Flinders Medical Centre, Bedford Park

Site Emergency Exit Plan - Muster Points & Exit Routes



Policies

Weather Policy

Facilitators will encourage participants to work through the weather if it does not pose a safety hazard. The policy recognises that children are at greater risk of suffering from heat and cold than adults.

Hot Weather

- Activities conducted in periods of hot weather are to be undertaken in shaded areas
- Activities can be adjusted to suit weather conditions; to conserve participants energy and limit their exposure to heat
- Children are to be frequently reminded to drink water or fluids; drinking water is accessible to children at all times
- Parents are encouraged to dress children in clothing that minimises heat gain, in layers that can be easily removed during activity and a type that is sun safe
- Parents are encouraged to apply sunscreen to children prior to arriving at the event
- Sunscreen will be available for use and reapplication will be encouraged, especially after water and mud play
- Children must wear sun hats
- Enclosed shoes must be worn at all times as a safety requirement

Cold Weather

- Participants to wear appropriate clothing for the weather conditions and have dry and warm clothing on hand as required. This includes raincoats, rubber boots, beanies, etc
- Undercover areas will be provided for use during wet weather, although children will not be discouraged if they choose to play in wet weather

Extreme Weather

In the event of a thunderstorm or extreme weather event whilst at Berawinnia, everyone is to take shelter in the Pavilion or Hunter's Lodge.

Cancellation of Activities will be done with the safety of participant in mind.

An Activity will be cancelled, postponed or adjusted when the Bureau of Meteorology (BOM) forecasts the Adelaide temperature to be 38°C or higher at the 4:00pm forecast issued the day before, unless contacted otherwise. The 4:00pm forecast can be found at bom.gov.au/sa/forecasts/adelaide.html. The Activity may be cancelled, postponed or adjusted to suit weather conditions in event of any or a combination of the following factors; very high temperatures, severely strong winds, prolonged heavy rain, stormy conditions, lightning, thunderstorms and/or severe weather alert issued by BOM. Any changes to Activities including cancellation will be advised via email at the earliest opportunity.

Fire Policy

Campfires

Consent is required from Hunter Gatherings (SA) Pty Ltd for all campfires.

Authorisation for a campfire will only be granted outside of the “Total Fire Ban” season. (Generally May - October)

Authorised campfires are to be lit in designated places.

Campfires must be:

- Less than 1m x 1m in size
- In a pit at least 20 cm deep
- Cleared of flammable material for 4m radius in all directions - including upwards
- Water source must be ready for extinguishment

Fire Safety

- Ensure no naked flame unless absolutely safe to do so, even if official fire danger period has ended
- Responsible adult presence required at all times
- A circle will surround the fire and all children will be informed they must stay outside of this zone
- Facilitators to wear an emergency whistle
- Participants will learn about fire safety and fire risk awareness as part of an Activity
- In case of burns, the following first-aid procedure will be followed:
 - submerge burnt skin in bucket of water, then, if necessary, walk to the Pavilion where running water is available. Place the affected area under running water for up to 10 minutes. If serious, ring “000” for Ambulance.
 - If clothes catch alight: STOP, COVER (your face), DROP (to the ground), ROLL

Bush Fire Procedure

Level 1 - Total Fire Ban in Mount Lofty Ranges. Extreme fire danger

- Activities at Berawinnia may be cancelled if an extreme fire danger day is predicted or weather is above 38°C.
- Activity participants will be notified the day prior to event and alternative arrangements will be made. If in doubt, contact activity organiser.
- Remain alert and check CFS website or app on mobile phone/iPad if sirens heard

Level 2 - Fire in local area (confirmed by CFS or ABC radio)

- Facilitator to blow whistle three times in quick succession and repeat until everyone is at the Pavilion for roll call

- Contact CFS
- Gather in group and proceed to carpark/ front gate for evacuation.

Level 3 – Fire at Berawinnia

If a small fire starts at Berawinnia, put it out with the hose from tanks, back pack spray, fire extinguisher or fire pump, if safe to do so.

Otherwise evacuate as for Level 2 and notify CFS.

Find information on:

- CFS website www.cfs.sa.gov.au
- social media – follow [@cfsalerts](https://twitter.com/cfsalerts) and [@cfstalk](https://twitter.com/cfstalk) on Twitter,
- or "like" [SA Country Fire Service](https://www.facebook.com/sacountryfireservice) and [CFS Updates](https://www.facebook.com/cfsupdates) on Facebook.
- local [ABC 891 radio](http://www.abc891.com.au) or [FIVEaa](http://www.fiveaa.com.au)

Do not rely on a single source for emergency warning information.

Fire Extinguishers

Location:

1. Front of Pavilion (closest to driveway)
2. Adjacent to back door of Hunter's Lodge

Water hoses: By rainwater tanks

See Workplace Health and Safety Policy for maintenance schedule.

Workplace Health and Safety Policy

Summary

Hunter Gatherings (SA) Pty Ltd is committed to connecting people to nature and meeting its Workplace Health and Safety obligations and regularly review.

Applicable Legislation

This Workplace Health and Safety Policy has been developed based on:

- Act: Work Health and Safety Act 2012 (SA)
- Regulation: Work Health and Safety Regulation 2012 (SA)

The Regulator in SA for Workplace Health and Safety is SafeWork SA.

Visitors

We want you to connect with nature and engage in Activities in a safe manner which involves:

- Ensuring a responsible person is trained in First Aid
- Undertaking a site induction
- Have access to a working mobile phone
- Supervising as a facilitator any participants under your care to act under the instructions given during site induction
- Taking reasonable care of one's own health and safety
- Taking reasonable care that one does not adversely affect the health and safety of other persons
- Complying with any reasonable instruction that is given by Hunter Gatherings (SA) Pty Ltd to allow Hunter Gatherings (SA) Pty Ltd to comply with legislative requirements
- In the event of an injury or incident complete the Injury/Incident form and return immediately upon the situation being made safe
- Report all injuries and use of first aid kit supplies
- Notify of any risks or hazards observed

Snakes

At Site Induction Responsible Persons are reminded that if they or a Participant in their care encounter a snake, to either stand still and call for an adult, or walk backwards quietly and report the sighting immediately.

- Snakes will usually try to get out of your way if you let them know you are coming. The snake will be able to feel the vibration of thumping feet
- Do not try to touch or kill snakes
- Wear shoes that cover your feet (eg joggers or boots) and long pants when walking through grass or the bush
- Do not put your hand into hollow logs or into spaces under stones where a snake might be hiding
- If you see a snake stay away from it, even if it is a little one

First Aid for Australian Snake Bite

Hunter Gatherings (SA) Pty Ltd provides the below information as a guide only.

Injected venom is mainly distributed by the body's lymphatic system, which is heavily influenced by patient movement.

Decreased patient movement = decreased venom distribution.

The speed of effective immobilisation and application of a pressure bandage & splinting influences patient outcome and survivability.

1. Ensure that patient (& other people) are no longer at risk
2. Reassure patient. Ensure they lie down & keep still
 - a. It is critical that bitten part & patient do not move
3. Monitor airway, breathing & circulation & support as necessary
4. First aid **MUST** be started *immediately*.
 - a. Do not ignore what may appear to be a trivial bite, especially if suspected to be from a species of Brown Snake (no pain - unlike a bee or wasp sting)
 - b. Don't interfere with the bite in any way
 - c. Don't remove any clothing
5. Remove all jewellery from bitten limb
6. Apply heavy weight crepe bandage(s) with even pressure
 - a. Use same pressure as to bandage a sprained wrist or ankle
 - b. Start at bite site & work up arm or leg
 - c. Include fingers or toes to minimise movement
 - d. Bandage over clothing or cut up seam to allow access to skin
 - e. Be careful not to apply bandage too loosely
 - f. Be careful not to apply bandage too tightly so that the blood supply is cut off. If the bandage hurts it is too tight.
 - g. Mark location of bite on bandage (for venom detection in hospital)
 - h. Mark time of bite AND/OR time first aid applied on bandage (if known)

7. Immobilise limb with splint or improvise as necessary
 - a. Ensure that joints (of arm or leg) are effectively immobilised
 - b. Use second bandage to keep splint in place
8. Contact Ambulance emergency number - 000
9. No food or drink except sips of water (only on victim's request)
10. Patient must be transported *quickly & passively* to hospital (preferably by ambulance)

Responsibilities

As the PCBU Jacqui Hunter is responsible for regularly reviewing and implementing continuous improvements to Hunter Gatherings (SA) Pty Ltd's policies and procedures.

Responsibility	Responsible Person	Period
Formal annual review of Berawinnia Policies and Procedures Handbook	Jacqui Hunter	Annual
Engage arborist	Jacqui Hunter	Biannual
Regular site walkthrough risk assessments and property maintenance checks	Jacqui Hunter	Quarterly
Pre fire season preparation reduction of fuel	Jacqui Hunter	Annual
Ensure visitors receive induction and induction pack	Jacqui Hunter	N/A – all times
Ensure Berawinnia Policies and Procedures Handbook is available on website or emailed to visitors at registration	Jacqui Hunter	N/A – all times
Monitor (extreme) weather conditions and notify participants accordingly	Jacqui Hunter	N/A – all times
Participate where required to resolve safety issues	Jacqui Hunter	As required
Investigate serious level incident reports	Jacqui Hunter	As required
Check first aid kits (1x in Hunters Lodge, 1x in Pavilion) are fully stocked & restock where required	Jacqui Hunter	Biannual
Fire extinguishers - remove from mount and shake dry powder extinguisher to prevent compaction	Jacqui Hunter	Half yearly
Fire extinguishers - check pressure gauge is in green zone to ensure enough propellant gas to use the extinguisher	Jacqui Hunter	Half yearly
Fire extinguishers - check for visible damage and replace if any concerns	Jacqui Hunter	Half yearly
Fire extinguishers - replace or have professionally serviced (as per mfs.sa.gov.au)	Jacqui Hunter	10 year age of extinguisher
Check smoke detector batteries and operation	Jacqui Hunter	Annual
Assess rope swing for durability and maintain/repair when necessary	Jacqui Hunter	Quarterly
Check fencing and entry gate for maintenance requirements	Jacqui Hunter	Biannual
Maintain a register of keys to the property	Jacqui Hunter	N/A - all times

Security - check property for ladders and tools that could assist in theft or forced entry and ensure lockable area to store	Jacqui Hunter	N/A - all times
Chemicals must be in marked containers. Check for accessibility to chemicals and perform check and disposal of unmarked or damaged chemical containers	Jacqui Hunter	Quarterly
Check chemicals are stored in locked area only accessible to adults and all flammable and toxic substances (e.g. weed killer, petrol) are out of reach of children	Jacqui Hunter	Prior to Participant arrival
Review incident reports (if any)	Jacqui Hunter	Annual
Request updated certificates of currency for any active contractors - public liability, WorkCover	Jacqui Hunter	Annual
Remind any staff engaged not to admit liability in event of damage or injury to a third party	Jacqui Hunter	As needed in hiring

Risk Assessment

Managing hazards involves:

1. Identifying hazards
2. Assessing and prioritising hazards
3. Developing and implementing actions to control them.

Likelihood

		Rare	Unlikely	Possible	Likely	Almost Certain
Consequences	Critical	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	Moderate
	Insignificant	Low	Low	Low	Moderate	Moderate

Hazard Identification Register

Risk description	Existing controls	Consequences	Likelihood	Treatment
Person being hit by branch or tree	Avoid sitting under big limbs at high risk times. (high winds and very hot, still days) Have bi-annual visit from arborist to assess trees.	Major	Rare	First aid Call 000 ambulance
Child fall from tree	Adult/ child ratio Educate children about risk-taking Identify unsuitable trees to climb Instruct adults not to help children climb up trees (it is safer for children to learn to make own judgements)	Moderate	Rare	First aid
Drowning or near drowning	Adult/ child ratio Educate children about safety near water; Identify safe places to cross the creek	Extreme	Rare	First aid Cal 000 ambulance
Snake bite	Educate visitors about what to do if they see a snake Clothing requirements (long pants and closed shoes) Stocked first aid kit with compression bandages Snake catchers to remove snakes	Major	Rare	First aid Call 000 ambulance
Insect bite/ sting Ingestion of or reaction to plant/ other	Protective clothing/ Educate visitors stocked first aid kit and operational mobile phone at all times request allergy information from visitors	Major (if allergic reaction)	Possible	Ice pack, Stingoes, and Antihistamine in First Aid Kit

Risk description	Existing controls	Consequences	Likelihood	Treatment
Bushfires	<p>Risk from spring to autumn</p> <p>Do not visit in extreme/ catastrophic conditions</p> <p>Carry out fuel reduction during cooler months.</p> <p>Where possible put out small fires before they spread</p>	Major	Rare	In the event of a bushfire either on Berawinnia or nearby properties, exit as soon as possible away from the fire
Rope swing	<p>Attached to gum tree branch</p> <p>Assess regularly</p> <p>Double rope to ensure against failure</p>	Major	Rare	First aid
Pathways, bridges and steps	<p>Encourage visitors to stay on path or take extra care when walking off paths, due to uneven surfaces, holes etc</p> <p>Teach children to take care when walking over bridges – avoid leaning on hand rails or walking on edge of car bridge.</p>	Moderate	Rare	First Aid
Child being hit by vehicle	<p>Site Induction</p> <p>Adult/ child ratio</p> <p>Educate children about the boundaries, in particular McMurtrie Rd.</p> <p>Close entrance gates when children in attendance</p>	Critical	Rare	<p>First aid</p> <p>Call ambulance</p>
Burns from campfire	<p>Create a no-go zone around campfire</p> <p>Have an adult supervising fire and keep bucket of cold water near fire</p>	Major	Rare	First aid

Incident Report Form

Report Number:				
Reported by:	Name:			
	Address:			
	Phone:			
Hazard Details <i>(complete this section only if no injury or property damage has occurred)</i>	Describe Hazard:			
	Describe any Action taken:			
	Describe suggestions to remove hazard:			
Incident Details Of Injured <i>(Complete this section only if an accident causes injury or property damage)</i>	Name:			
	Address:			
	Phone:			
	Date of incident:		Time:	
	Location:			
Describe how the incident occurred (list sequence of events preceding incident), details of subsequent events (eg. treatment given, name of doctor, name of hospital)				

The above is true and correct

Sign Here

Incident Report Form Investigation

Details of investigation:

What corrective action was identified?

Target completion / or review date:

Date corrective action was completed:

Sign Here

Privacy Policy

This statement outlines Hunter Gatherings (SA) Pty Ltd Policy relating to the privacy and security of provided and/or personal information.

This site collects and uses the following information from users:

- The site retains the email address of people who use the 'Contact' form, so that we can send a response. They are stored securely along with other information provided in the 'Contact' form by the website host and will not be used for any other purpose, nor disclosed without your consent
- Your personal information will not be disclosed to a third party without your express permission.
- You should note that there are inherent risks associated with transmission of information via the internet. You should make your own assessment of the potential risks to the security of your information when making a decision as to whether or not you should submit personal information
- The Hunter Gatherings SA Pty Ltd website contains links to other websites. When a user clicks on a link to another website, they leave the Hunter Gatherings SA Pty Ltd website and this privacy and security statement does not apply to those websites
- To book a ticket to a Hunter Gatherings Activity, the use of Eventbrite booking engine may be required. Eventbrite collects information according to their own Privacy Policy and provides some information to Hunter Gatherings SA Pty Ltd for the purpose of communicating event information and marketing future Hunter Gatherings events. By using their website you agree to their Privacy Policy and Terms and Conditions.
- The content of this privacy and security statement may be updated from time to time, the latest version will be available on the website