

## VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS – Brunswick Heads

<b>Venue name</b>	Coastal Studies Excursion by Dorroughby Environmental Education Centre (NSW Department of Education and Communities)		
<b>Location</b>	Brunswick Heads NR		
<b>Phone numbers</b>	Office: (02) 66895286	<b>Fax number</b>	
<b>Web address</b>	www.dorroughby-e.schools.nsw.gov.au	<b>Email address</b>	dorroughby-e.school@det.nsw.edu.au
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Recommended age group/fitness level/ prerequisite skills</b>			
<b>Staff accreditation/ competence for this activity/program</b>	Dorroughby staff are DEC teachers and are first aid / CPR trained.  All Dorroughby staff are in-house trained on safe walking protocols and specific site familiarity.		
<b>Activity/program</b> <i>Please list</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>	
Arrival / Recess / Lunch / Departure	Vehicle accident  Improper conduct towards students by members of public	School Staff issue clear and concise instructions on bus and car park safety and with the support of participating teachers, ensure these instructions are followed. Ensure that the road hazard is top safety priority in students' minds at each stop.  Students instructed not to leave group alone or without notification to teachers (for toilets, etc.)	
Mangrove	Injury from sharp objects	Students are warned of potential dangers from oysters, fishing hooks, etc.	
Littoral Rainforest fieldwork	Stings, bites & scratches  Falling tree limbs	Students are warned of any potentially dangerous animals & plants. Students advised to use insect repellent prior to entering forest. Dorroughby EEC staff are first aid trained and carry a first aid kit. It is essential that a minimum of 2 senior first aid trained teachers (including 1 Dorroughby EEC staff member) supervise this activity.  Students warned to be alert to possible danger, instructed not to swing on vines.	
Various activities	Exhaustion, dehydration, exposure	Excursion to be postponed in extreme weather conditions.  Dorroughby staff will continually monitor the conditions of students.  The School must ensure that students bring water bottles and wear sunscreen and appropriate clothing (raincoats, hats and sturdy footwear).  Dorroughby EEC staff carry some spare clothing and a towel.  Dorroughby EEC staff hold current first aid training and carry a fully maintained first aid kit.	

Various activities	Known medical conditions (severe allergies, diabetes, asthma)	Visiting teachers will provide Dorroughby staff with a completed 'Participant Safety Notification' form. Visiting teachers must ensure students carry and take own medication and are responsible for monitoring these students.
Various activities	Physical Injury – Bites / stings, mild allergies, cuts, sprains, broken limbs (from falling on slippery rocks)	The School must ensure appropriate clothing and sturdy covered footwear is worn. Dorroughby staff will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed. Dorroughby staff hold current First Aid Training and carry a fully maintained first aid kit. Dorroughby staff also carry a mobile phone and emergency contact numbers.
Various activities	Being separated from group	Dorroughby staff and visiting teachers will continually monitor student movement. When moving between activities, Dorroughby staff will lead the students and supervise those students at the front of the group. A visiting teacher must be at the rear of the group and supervise accordingly.

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Dorroughby will provide all equipment required to undertake the various activities. Dorroughby staff carry mobile phones and first aid kits.	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Other requirements</b> <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</i>	Name tags provided by the school if necessary. Teachers are encouraged to carry additional mobile phones and first aid kits.
	Schools must ensure Dorroughby staff are advised of students with particular management needs. Teachers must be actively involved in student supervision and ensure that the known medication requirements of any particular students are met.
	Students are expected to bring hats and sunscreen, water bottles, food and drink, wear enclosed walking shoes and comfortable clothing.

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Dorroughby staff will supervise all activities with assistance from visiting teachers.
	Dorroughby staff will take the students to the various activities. A visiting teacher will be required at the rear of the group to supervise.

<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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<b>First Aid</b>	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<b>Child-related employment</b>	<i>As Department of Education staff members, all Dorroughby staff have completed Prohibited Employment Declaration forms.</i>
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