

## VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Byron Bay

<b>Venue name</b>	Coastal Studies Excursion by Dorrroughby Environmental Education Centre (NSW Department of Education and Communities)		
<b>Location</b>	Byron Bay Surf Club & Belongil Beach, NSW		
<b>Phone numbers</b>	Office: (02) 66895286	<b>Fax number</b>	
<b>Web address</b>	www.dorrroughby-e.schools.nsw.gov.au	<b>Email address</b>	dorrroughby-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>	Stage 2 - 6		
<b>Staff accreditation/ competence for this activity/program</b>	DEEC staff is DET staff and are first aid and/or e-emergency trained; and CPR trained. Visiting school to ensure one staff member has completed e-APMAS and to nominate one person for the task. DEEC staff needs to be informed pre-visit of any health or behavioural conditions or concerns and the documented management strategies.... Plans for management of these crises off-site are negotiated and plans established. Medication / auto-injectors collected and managed by designated officer. Recording sheets available for: i). First Aid injuries ii). Medications administered. All DEEC staff are trained on safe walking protocols and specific site familiarity.		
<b>Activity/program Please list</b>	<b>Potential risks List hazards/risks related to each activity/program and the venue</b>	<b>Control Strategies Outline strategies for ensuring visitor safety for this potential risk</b>	
Arrival / Recess / Lunch / Departure	Vehicle accident  Encountering strangers	School Staff issue clear and concise instructions on bus and carpark safety and with the support of participating teachers, ensure these instructions are followed. Ensure that the road is out of bounds.  Students will be asked to visit toilets in pairs or with a teacher if K-6. Students directed not to separate from the group.	
Rock Platform	Slipping on rocks, twist ankle, grazing etc	Students are informed to kick sand off shoes when walking on rocks DEEC staff will inform students that they must walk (no running) and must stay behind the leader, and with the support of participating teachers, ensure these instructions are followed.	
Rock Platform  - Organisms	Stings and bites  Students washing into ocean	Students are warned of any potentially dangerous animals. DEEC staff are first aid trained and carry a first aid kit. It is essential that a minimum of 1 senior first aid trained teachers (including 1 DEEC staff member) supervise this activity. The supervising teachers must wear fluoro vests for identification purposes. DEEC staff will set boundaries and with the assistance of the school staff will monitor the movement of the children. The school students will be reminded to watch the ocean at all times. This activity will be cancelled if seas are dangerously rough. Spare clothes will be provided.	
Various activities	Exhaustion, dehydration, exposure	Excursion to be postponed in extreme weather conditions. Ensure food is kept in the shade  DEEC 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).  DEEC staff carries some spare clothing and a towel in car.  DEEC 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 DEEC 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. DEEC staff will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed. DEEC staff hold current First Aid Training and carry a fully maintained first aid kit. Dorrroughby staff also carry a mobile phone and emergency contact numbers.
Various activities	Being separated from group	DEEC staff and visiting teachers will continually monitor student movement. This is a high priority in Byron where the amount of visitors is high When moving between activities, DEEC 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>	
Dorrroughby will provide all equipment required to undertake the various activities. Dorrroughby 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 Dorrroughby 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</i>	DEEC staff will supervise all activities with assistance from visiting teachers.
	DEECstaff 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"/>
--	---	---

<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 Dorrroughbystaff have completed Prohibited Employment Declaration forms.</i>
---------------------------------	---