

VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Cabarita Beach, Kingscliff

Venue name	Coastal Studies Excursion by Dorrroughby Environmental Education Centre (NSW Department of Education)		
Location	Cabarita Beach, Kingscliff BeachNSW		
Phone numbers	Office: (02) 66895286	Fax number	
Web address	www.dorrroughby-e.schools.nsw.gov.au	Email address	dorrroughby-e.school@det.nsw.edu.au
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Recommended age group/fitness level/ prerequisite skills	Stage K - 12		
Staff accreditation/ competence for this activity/program	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.		
Activity/program Please list	Potential risks List hazards/risks related to each activity/program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk	
Arrival / Recess / Lunch / Departure	Vehicle accident	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 is out of bounds.	
Beach and Headland -surrounding walks	Stings and bites	Students are warned of any potentially dangerous animals. DEEC staff are first aid trained and carry a first aid kit (includes asthma puffer/auto-injector) 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.	
Flotsam and Jetsam	Students picking up needles, cigarette butts and other dangerous items	Students will be told not to pick up dangerous items. Students will not be allowed to take off shoes.	
Various activities	Exhaustion, dehydration, exposure	Excursion to be postponed in extreme weather conditions. DEEC staff will continually monitor the conditions of students. Ensure all food kept in shade. The School must ensure that students bring water bottles and wear sunscreen and appropriate clothing (raincoats, hats and sturdy footwear). DEEC EEC staff carry some spare clothing and a towel. 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 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. 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. Dorroughby 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. 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.

Equipment

<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"/>

Other requirements <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 DEEC 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.

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

Access	<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"/>

Emergencies	<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"/>

Construction/ Maintenance/ Repair	<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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First Aid	<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"/>

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