

## VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS – Dorrroughby EEC

<b>Venue name</b>	Dorrroughby EEC – Day Activities by Dorrroughby Environmental Education Centre (NSW Department of Education )		
<b>Location</b>	2101 Dunoon Rd, Dorrroughby 2480.		
<b>Phone numbers</b>	Office: 02 6689 5286	<b>Fax number</b>	
<b>Web address</b>	www.dorrroughby-e.schools.net.edu.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>	Early Stage 1 – Stage 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</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 / Departure  Road crossings to Dam and dairy farm.	Vehicle accident	School Staff must issue clear and concise instructions on bus and carpark safety and with the support of participating teachers ensure these instructions are followed.  Students to be led by DEEC teacher to road crossing directly across from farm entry gate. Supervising teacher to stay on other side of road until all students have crossed.  Students told to stay well away from road and walk in two lines when walking to Dairy.	
Dam Walk, onsite programs	PHYSICAL INJURY - Snake bites / stings, mild allergies, sprains, cuts, broken limbs from hazards such as, slippery rocks  Being separated from group  Exhaustion, dehydration, exposure  Known medical conditions (severe allergies, diabetes, asthma)	DEEC staff are familiar with the field study sites and terrain and schedule regular checks on group numbers. Dorrroughby staff hold current First Aid Training and carry a fully maintained first aid kit  DEEC staff will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed.  Stinging Trees and Nettles: To be identified to students when in the vicinity with clear warnings.  DEEC staff will provide the schools' supervising teachers with a safety information sheet (phone numbers, first aid).  The Supervision ratio will not exceed 1:15. DEEC staff implement and follow 'Lost Child EMP' if separation occurs.  Outdoor activities to be postponed in extreme weather conditions.  The School must ensure students bring water bottles and wear sunscreen and appropriate bushwalking clothing (hats, covered footwear, raincoat).  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	

Fire	Falling in Creek	Limit numbers near water's edge. Students not to spread more than 100m apart and boundaries will be marked. Students to change clothing back at camp if accidentally fall in.
	Bites/ Stings	Students issued clear instructions on safety of nets. Hold upright when not in use and no waving around.
	Burns ,	Schools to inform DEEC of Asthma issues pertaining to campfire if there are any and teachers are to constantly supervise and give clear instructions around fire, A hose is close to fire if needed
	Students walking into/ falling into fire	Ensure that fireplace is well defined and a student exclusion zone is in place. No fires allowed if Total Fire Ban. Activities to cease in inappropriate weather.
	Sparks and embers falling on students	Ensure students are briefed on maintaining an appropriate distance from fire and correct movement in area around fire (ie outside seating not inside seating)
	Injury from sticks	Ensure students are supervised closely and wear appropriate clothing and footwear.
	Smoke inhalation / asthma	Ensure that fire is lit at least 30 minutes before bringing students to the fire area so that chance of embers is minimised Instruct students on safe carrying/ handling of sticks Students to carry asthma medication and take break away from the fire if an issue occurs

### Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

DEEC staff will provide all equipment required to undertake the various activities. DEEC staff carry mobile phones and first aid kits.

Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards?  
Yes  No

### Other requirements

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

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, insect repellent if required, water bottles, food and drink, wear enclosed walking shoes and comfortable clothing.

### Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc

DEEC staff will supervise all activities with the support of visiting teachers.

DEEC staff will take the students on a bushwalk. A visiting teacher will be required at the rear of each bushwalking line to supervise.

### Access

Are access to and egress from the premises safe and without risk to health? Yes  No

Is the venue wheelchair accessible? Yes  No

Are disabled toilets available? Yes  No

### Emergencies

Are emergency procedures in place in the venue? Yes  No

Are staff trained to deal with emergency situations? Yes  No

### Construction/ Maintenance/ Repair

Are licensed personnel used for all construction, maintenance and repair work? Yes  No

### First Aid

Are first aid kits available for each activity? Yes  No

Is there a trained first aid officer at the venue? Yes  No

Is a first aid room available? Yes  No

### Child-related employment

As Department of Education staff members, all Dorroughby EEC staff have completed Prohibited Employment Declaration forms.