

VENUE AND SAFETY ADVICE - OVERNIGHT SCHOOL EXCURSIONS - Dorroughby EEC

Venue name	Dorroughby EEC – Overnight Activities by Dorroughby Environmental Education Centre (NSW Department of Education)		
Location	2101 Dunoon Rd, Dorroughby 2480.		
Phone numbers	Office: 0266895286	Fax number	
Web address	www.dorroughby-e.schools.net.edu.au	Email address	dorroughby-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	Early Stage 1 – Stage 6.		
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 <i>Please list</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <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.
Habitat Walk/Sand trail, Gondwana Walk, onsite programs Back gate walk Rous to DEEC	<p>PHYSICAL INJURY - Snake bites / stings, mild allergies, sprains, cuts, broken limbs from hazards such as, slippery rocks</p> <p>Being separated from group</p> <p>Exhaustion, dehydration, exposure</p> <p>Known medical conditions (severe allergies, diabetes, asthma)</p> <p>Cuts from barbed wire and electrocution from electric Fence</p> <p>Students hit from falling branches</p>	<p>DEEC staff are familiar with the field study sites and terrain and schedule regular checks on group numbers. DEEC staff hold current First Aid Training and carry a fully maintained first aid kit</p> <p>DEEC staff will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed.</p> <p>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.</p> <p>Outdoor activities to be postponed in extreme weather conditions. Ensure all food is kept in shade. The School must ensure students bring water bottles and wear sunscreen and appropriate bushwalking clothing (hats, covered footwear, raincoat).</p> <p>Visiting teachers will provide DEEC staff with a completed 'Participant Safety Notification' form.</p> <p>Visiting teachers must ensure students carry and take own medication and are responsible for monitoring these students</p> <p>Gate from Rous land to ridge is locked so staff must take a K1 key on the walk to avoid climbing fence or ducking barbed wire.</p> <p>When crossing from the ridge to Geoff Foster's property students must line up to cross over barbed fence. At this location the barbs have been covered in irrigation pipe. Advice students to stay well clear of electric fences and point them out so they can identify them.</p> <p>On the top of the ridge there are some dead camphor laurels that may drop limbs in high winds. If winds reach 50-60 km per hour and or a storm is present the walk will be cancelled.</p>

Dipnetting	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.
	Students poked with dip nets	Students issued clear instructions on safety of nets. Hold upright when not in use and no waving around.
Leaf Litter Insects	Bites/ Stings	Students discuss stinging invertebrates (centipedes, scorpions, ants, spiders) and warned not to touch.
	Potting mix	Students to wear gardening gloves. Students to wear gardening gloves and wash hands after activities.
Gardening Activities / Propagation	Students walking into/ falling into fire	Ensure that fireplace is well defined and a student exclusion zone is in place . Activities to cease in inappropriate weather.
Camp fire	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) Ensure students are supervised closely and wear appropriate clothing and footwear. Ensure that fire is lit at least 30 minutes before bringing students to the fire area so that chance of embers is minimised
	Injury from sticks	Instruct students on safe carrying/ handling of sticks
	Smoke inhalation / asthma	Students to carry asthma medication and take break away from the fire if an issue occurs.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Dorroughby staff will provide all equipment required to undertake the various activities. Dorroughby staff carry mobile phones and first aid kits. Equipment for dipnetting activities includes nets, trays and ID charts.	<i>Is all equipment at the venue maintained in accordance with the WHS 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 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 <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	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	<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 checked="" type="checkbox"/> No <input 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 Dorroughby EEC staff have completed Prohibited Employment Declaration forms.</i>	
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