

VENUE AND SAFETY ADVICE FOR Dudgeons Dam

Venue name	Dorrroughby EEC – Delivering programs at Dudgeon’s Dam by Dorrroughby Environmental Education Centre (NSW Department of Education)		
Location	2101 Dunoon Rd, Dorrroughby 2480.		
Phone numbers	Office: 02 6689 5286	Fax number	
Web address	www.dorrroughby-e.schools.net.edu.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	All ages, able to walk (no wheelchair access)		
Staff accreditation/ competence for this activity/program	Dorrroughby staff are DET teachers and are first aid / CPR trained. All Dorrroughby staff are in-house 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	Vehicle accident	DEEC Staff must issue EXPLICIT instructions on carpark safety to students and visiting staff. DEEC Staff must issue EXPLICIT instructions on carpark safety to students and visiting staff.
Dam Walk – morning view of platypus dam	<p>PHYSICAL INJURY – Road crossings to Dam</p> <p>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>Falling in Creek</p>	<p>DEEC Staff must issue EXPLICIT instructions on road crossing safety to students and visiting staff. Visiting staff and students, IN A WHOLE GROUP, are to be led by DEEC staff from the corner of the DEEC property, crossing directly across to farm entry gate. DEEC staff is to listen for oncoming traffic and look both ways. Students and staff are reminded to QUICKLY cross and not to stop if they drop something. A DEEC staff member is to stand in the middle of the road, on the Dunoon side, until whole group has crossed over. Vice versa on the way back.</p> <p>DEEC staff are familiar with the dam site and terrain. Dorrroughby 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 ensure these instructions are followed.</p> <p>Stinging Trees and Nettles: To be identified to participants when in the vicinity with clear warnings.</p> <p>The Supervision ratio will not exceed 1:15.</p> <p>Outdoor activities to be postponed in extreme weather conditions.</p> <p>Participants to wear appropriate footwear.</p> <p>Limit numbers near water’s edge. Participants not to spread more than 100m apart and boundaries will be marked.</p>

Fire	<p>Bites/ Stings</p> <p>Burns Participants or family walking into/ falling into fire</p> <p>Sparks and embers falling on participants</p> <p>Injury from sticks</p> <p>Smoke inhalation / asthma</p>	<p>Participants are to constantly supervise any children they bring to the campfire/meal. DEEC staff will give clear instructions around fire. A hose is close to fire if needed</p> <p>Ensure that fireplace is well defined and a child exclusion zone is in place. Outdoor activities will cease in inappropriate weather.</p> <p>Ensure participants and families are briefed on maintaining an appropriate distance from fire and correct movement in area around fire (ie outside seating not inside seating)</p> <p>Ensure children are supervised closely by parents and wear appropriate clothing and footwear.</p> <p>Instruct any children on safe carrying/ handling of sticks</p> <p>DEEC to carry asthma medication and any individual experiencing asthma/smoke inhalation to take break away from the fire if an issue occurs</p>
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Equipment
List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Dorroughby staff will provide all equipment required to undertake the various activities. Dorroughby 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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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	Teachers are encouraged to carry additional mobile phones and first aid kits if necessary.
	Visiting teaching staff must be actively involved in supervising students they bring to DEEC and ensure that the known medication requirements of any particular individuals are met.
	Participants are expected to wear enclosed 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.
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Access	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Emergencies	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Construction/ Maintenance/ Repair	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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First Aid	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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Child-related employment	As Department of Education staff members, all Dorroughby EEC staff have completed Prohibited Employment Declaration forms.
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