

VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Evans Head

Venue name	Coastal Studies Excursion by Dorrroughby Environmental Education Centre (NSW Department of Education)		
Location	Chinamans Beach and Evans Rd Reserve		
Phone numbers	Office: (02) 66895286	Fax number	
Web address	www.dorrroughby-e.schools.nsw.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	ES1 – S6		
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 Encountering strangers	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. 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 1senior 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 all food is in 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 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 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 holds 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, 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.

Equipment

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

Dorroughby 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 OHS 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, 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

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

Are access to and egress from the premises safe and without risk to health?
Is the venue wheelchair accessible?
Are disabled toilets available?

Yes No
Yes No
Yes No

Emergencies

Are emergency procedures in place in the venue?
Are staff trained to deal with emergency situations?

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

Yes No
Yes No
Yes No

Child-related employment

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