

## VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Flatrock

<b>Venue name</b>	Coastal Studies Excursion by Dorroughby Environmental Education Centre (NSW Department of Education)		
<b>Location</b>	Flat Rock, NSW		
<b>Phone numbers</b>	Office: (02) 66895286	<b>Fax number</b>	
<b>Web address</b>	www.dorroughby-e.schools.nsw.gov.au	<b>Email address</b>	dorroughby-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>	Stage K - 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 / 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.	
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 lead, 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 (includes asthma puffer/auto-injector)  It is essential that a minimum of 1 senior first aid trained teacher (including 1 Dorroughby EEC 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.	
Rock Platform Study of Headland and Rocks	Students picking up large rocks during rock hunt and dropping on feet	Students will be told not to pick up rocks larger than the size of their hands.	
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.	
Dune Care, Tree Planting	Students injuring themselves with equipment (Shovels)	Students directed to wear covered shoes and carry equipment upright. Students to work in groups of three in designated spaced apart area. Dune care volunteers help supervise students	

	Snakes	Students told to stay with group and not wonder off. - See strategies for managing bites and stings below
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

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 etc

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? 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 DEEC staff have completed Prohibited Employment Declaration forms.