

SCHOOL VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS - OFFSITE STREAMWATCH/ GARDEN ACTIVITY

Venue name	Off site from Dorrroughby in schools– Day Activities by Dorrroughby Environmental Education Centre (NSW Department of Education)		
Location	2101 Dunoon Rd, Dorrroughby 2480.		
Phone numbers	Office: 0266895286	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 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 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	
Onsite programs	<p>PHYSICAL INJURY - Snake bites / stings, mild allergies, sprains, cuts, broken limbs from hazards such as, slippery rocks</p> <p>Exhaustion, dehydration, exposure</p> <p>Known medical conditions (severe allergies, diabetes, asthma)</p>	<p>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: If sighted in school grounds plants will be identified to students when in the vicinity with clear warnings.</p> <p>The Supervision ratio will not exceed 1:15.</p> <p>Visiting teachers will provide DEEC staff with information on students with special needs.</p> <p>Outdoor activities to be postponed in extreme weather conditions.</p> <p>Students to wear sunscreen and appropriate clothing (hats, covered footwear, raincoat). Students to carry a water bottle or given drink breaks on hot days. All food to be kept in the shade if applicable</p>	
Dip netting	<p>Falling in Creek</p> <p>Students poked with dip nets</p>	<p>Visiting teachers must ensure students carry and take own medication and are responsible for monitoring these students</p> <p>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 they accidentally fall in.</p> <p>Students issued clear instructions on safety of nets. Hold upright when not in use and no waving around.</p>	

Leaf Litter Insects	Bites/ Stings	Students are shown a power point prior to activity with stinging invertebrates (centipedes, scorpions, ants, spiders) and warned not to touch. Students to wear gardening gloves.
Gardening Activities / Propagation	Potting mix	Students to wear gardening gloves and wash hands after activities.

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. Equipment for dip netting activities includes nets, trays and ID charts.	Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards? Yes <input 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	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 <input type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available? Yes <input type="checkbox"/> No <input type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations? Yes <input type="checkbox"/> No <input type="checkbox"/>

Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input type="checkbox"/> No <input type="checkbox"/>
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First Aid	Are first aid kits available for each activity? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available? Yes <input type="checkbox"/> No <input type="checkbox"/>

Child-related employment	As Department of Education staff members, all DEEC staff have completed Prohibited Employment Declaration forms.
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