

RISK MANAGEMENT ADVICE FOR SCHOOL EXCURSIONS - ROCKY CREEK DAM

Venue name	Rocky Creek Dam by Dorroughby Environmental Education Centre (NSW Department of Education)		
Location	Rocky Creek Dam, Rock Creek Dam Rd, Dunoon 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. Bushwalk approx 1.5 km. Grade: Easy. Track Name:Platypus Walk		
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 Risk of burns from BBQ's that can be turned on by simply pushing a button	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. Ensure that carpark is out of bounds. Inform supervising teachers of the risk and inform students that the BBQ areas are out of bounds. Teachers to supervise students to ensure they heed instructions.	
Bushwalk	PHYSICAL INJURY - Snake bites / stings, mild allergies, sprains, cuts, broken limbs from hazards such as, slippery rocks Being separated from group Exhaustion, dehydration, exposure	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 DEEC staff will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed. Specific instructions regarding snakes along the Dam wall. Students are to keep their hands away from the dam walls and rocks. Students are not to walk along raised concrete edges of Dam wall. Slippery Rocks: Students will not be allowed to walk along rocks near spill way when they are wet after rain or walk up spillway when it is overflowing. 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). Ensure all food is kept in the shade if possible The Supervision ratio will not exceed 1:15 Dorroughby staff implement "Lost Child EMP" if separation occurs. Excursion to be postponed in extreme weather conditions. The School must ensure students bring water bottles and wear sunscreen and appropriate bushwalking clothing (hats, covered footwear, raincoat).	

Playground Equipment	Known medical conditions (severe allergies, diabetes, asthma)	<p>Visiting teachers will provide Dorroughby 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>DEEC staff to discuss rules of use with visiting teachers.</p> <p>Students will be told to play safely and be supervised by visiting teachers. Limit number of students to 6 on the spinning wheel.</p>
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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.	<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>	<p>Name tags provided by the school if necessary. Teachers are encouraged to carry additional mobile phones and first aid kits.</p> <p>Schools must ensure Dorroughby 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.</p> <p>Students are expected to bring hats and sunscreen, insect repellent if required, water bottles, food and drink, wear enclosed walking shoes and comfortable clothing.</p>
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	<p>DEEC staff will supervise all activities with the support of visiting teachers (except playground equipment use).</p> <p>DEEC staff will take the students on a bushwalk. A visiting teacher will be required at the rear of each bushwalking line to supervise.</p>
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Access	<p><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"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Limited access</p> <p><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Construction/ Maintenance/ Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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First Aid	<p><i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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Child-related employment	<p><i>As Department of Education staff members, all DEEC staff have completed Prohibited Employment Declaration forms.</i></p>
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