

VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Energy Trailer

Venue name	Sustainability Trailer by Dorrroughby Environmental Education Centre (NSW Department of Education)		
Location	Various Sites		
Phone numbers	Office: (02) 66895286	Fax number	
Web address	www.dorrroughby-e.schools.nsw.gov.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"/> If at a public school		
Recommended age group/fitness level/ prerequisite skills	Stage 1 - 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 <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 / Recess / Lunch / Departure	Vehicle accident / students hit by car	Ensure students are kept away from trailer during parking.
Mounting of trailer	Trailer over balances	DEEC staff to leave on car or use stabilizers at rear of trailer.
Steam Engine	Heat risk of burn	Students are informed of potential danger and not to touch the steam engine. with the support of participating teachers, ensure these instructions are followed. DEEC staff to demonstrate ,operate and supervise this activity
Non-contact thermometers	The device uses a small laser which could potentially be an eye risk.	Students are warned of dangerous potential. DEEC EEC staff are first aid trained and carry a first aid kit. It is essential that first aid trained teachers (including 1 DEEC EEC staff member) supervise this activity
Energy trailer light display and regulator	Electrocution	Advise students of risk of electrocution if they place anything in the power points. Ensure students do not attach any devices e.g small solar panels to any part of the electrical in the trailer and do not touch any wires at all.
Solar Oven	Burns	Advise students not to open oven till the end of session with teacher. This information will also be put on a sign next to the oven and on the worksheets. Tins on the outside could also get hot so students are not allowed to pick them up.
Circuits	Battery acid	Ensure batteries are in good order before placing on table. Students are only to use one battery pack per circuit.
Magnets, coils and turbines	Pinched skin	Students are not allowed to use strong magnets to generate current through the coils. DEEC staff will use these for demonstration and then pack away. Students will need to be supervised to turn the turbine. Fingers may get stuck where the coil turn s pass the magnet.

Energy Bike	Shoe laces stuck in chain, fall off bike	Ensure students tie their shoe laces before mounting bike. Students not to touch chain if it falls off the bike. Students not to touch tensioner One at a time at bike with other students well clear of wheels.
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. DEEC staff also carry a mobile phone and emergency contact numbers.
Various activities	Exhaustion, dehydration, exposure	Excursion to be postponed in extreme weather conditions. Ensure food is kept 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 hold current first aid training and carry a fully maintained first aid kit.
Parking trailer in shed at DEEC	Straining back when removing trailer	Reverse trailer into right bay. When mounting trailer raise the jockey wheel and lower to place on tow ball. Do not remove the trailer until the trailer front wheel is down on the ground.

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

DEEC will provide all equipment required to undertake the various activities. DEEC 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 <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	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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

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

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

Visiting Teacher Signature

Date: