

VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Water Lab

Venue name	Water Lab at 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 checked="" type="checkbox"/> No <input type="checkbox"/>		
Recommended age group/fitness level/ prerequisite skills	Stage 3 & Stage 4.		
Staff accreditation/ competence for this activity/program	<p>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.</p> <p>All DEEC staff are trained on safe walking protocols and specific site familiarity.</p>		
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>	
All Stations	Slip hazard Unsure how to proceed Unsafe use of equipment Splashes in eyes	<p>Teachers are given a briefing on Lab hazards and asked to ensure there is always at least one adult in each room and one outside.</p> <p>Students instructed to clean up spills immediately.</p> <p>Students are instructed to ask for help when needed.</p> <p>Students are shown the working safely lab rules before commencing investigations and these are clearly displayed on the lab wall.</p> <p>Students are warned not to sniff or taste anything in the lab.</p> <p>Students are instructed on working safety. Safety information for each station is clearly outlined on the station information display.</p> <p>Students are provided with safety glasses and the station information display instructs student to wear safety glasses when needed.</p> <p>Stations tables and equipment are set up avoid overcrowding, trip hazards and ensure safe movement and easy access.</p> <p>Students work in groups of three with one team member in charge of reading safety information before beginning each investigation.</p>	
Station 1	Outside station Slip hazard in garden environment	<p>Students instructed to move carefully around bore.</p> <p>Visiting Teacher is instructed to supervise, to ensure students work safely while outside and at this station.</p>	
Station 3	Beakers may tip	<p>Students instructed to hold on to beakers when using probes.</p>	
Station 4	Beakers may tip when using water filters Slip hazard from water spills	<p>Students instructed to hold on to beakers when using pumping water filter.</p> <p>Students instructed to work in white trays to manage water spills when pumping water filter.</p>	
Station 5	The mortar (ceramic bowl) and pestle (club-shaped object) are heavy	<p>Students instructed to handle carefully & ensure pestle does not roll off the table.</p>	
Station 6	Electrical cord hazard Cord trip hazard Hot kettle	<p>Students instructed not to allow any water near electrical cords.</p> <p>Student instructed to watch out for cords on table & on the floor.</p> <p>Students warned not to touch or move the kettle & to keep it in the red safety zone.</p> <p>Students warned to use tongs when placing ice in kettle.</p> <p>Lab Teachers check water level of kettle after each rotation to ensure it doesn't over fill from the added ice.</p> <p>Visiting Teacher is instructed in hazards and to ensure students work safely at this station.</p>	

Station 7	Hot & fragile glass condenser Hot heat pad Salt water level in flask is boiled away and too low	Students instructed not to touch still or heat pad. Lab Teachers ensure that water level in heated flask remains high. Lab Teachers turn down heat level on heat pad when enough precipitation has been collected.
Station 8	The fog machine can get hot Fog may reduce air quality Electrical cord hazard	Students warned not to move the machine or touch black nozzle. Students warned to keep face out of the fog. It is a non-hazardous water & glycol solution but only 3 puffs allowed per team. Cords are set up at back of table. Fan is turned on and window opened to circulate air. Students instructed not to let the cord get wet & clean up water spills immediately.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Lab staff safely set up stations with all equipment required to undertake the various activities. First aid kits are on hand. Students are provided with safety glasses.	<i>Is all equipment at the venue maintained in accordance with the WHS Regulation & 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>	Name tags provided by the school if necessary.
	Schools must ensure Lab staff are advised of students with particular management needs, teachers must be actively involved in student supervision & ensure that the known medication requirements of any particular students are met.
	Students are expected to wear enclosed walking shoes and comfortable clothing and bring hats and sunscreen to wear at outside station. Students are provided with safety glasses and the station information display instructs student to wear safety glasses when needed.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Lab staff will supervise all activities with the support of visiting Teachers. The visiting Teacher is responsible for supervising safe use by students of the kettle, fog machine and still. One Lab Teacher will always remain in the main lab room, one in second 'Make it Rain' room and one outside and if a Teacher is to move from one room to another or outside, they must inform the other Teachers.
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Access	<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"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

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

Child-related employment	<i>All Lab staff have completed Prohibited Employment Declaration forms.</i>
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I have read the above risk assessment and understand supervision responsibilities.

Name:

Signature:

School:

Date: