

Background Venue Information
Botany Bay Environmental Education Centre

Banks Solander Track, Monument Track, Burrawang Walk, Museum and Rock Platform

The following information is supplied to assist visiting schools undertaking a risk assessment of an upcoming excursion to Kamay Botany Bay National Park undertaking any/all of the above activities.

Location Details:

Road access is via Captain Cook Drive and the entrance to Kamay Botany Bay National Park (opposite 33 Captain Cook Drive). Buses can pull into the car park, next to the Visitor Centre. The Banks Solander Track is located directly opposite the Visitor Centre and is 1km long, consisting of some board walks and sandy areas. The Monument Track and Burrawang Walk forms a loop of 1.1km. The surface of these walks consists of concrete pathways and soft mulch. The Monument Track is wheelchair accessible. The area has a variety of environments, including eucalypt bushland. The activities generally begin at or near the Environmental Education Centre. It is recommended that sturdy footwear be worn. Wind/rain proof jackets should be carried. Sun safety practices should be encouraged.

The greatest potential risks to students is one road crossing, tree fall in high winds or snake bite. It is important that students keep to on tracks. Vigilance is required from all participants.

Bushfire:

During the Bushfire Danger Period season (generally 1 October-31 March) please check the Rural Fire Services website fire danger map to determine if the excursion coincides with an extreme or catastrophic bushfire rating. During extreme and catastrophic days or locally declared fire bans, our Centre staff will not accompany students on fieldtrips into the bush. Alternate arrangements will need to be made.

[Rural Fire Service website](#)

Facilities:

There are toilet facilities at the Visitor Centre. It is advisable that students not access public toilets alone, they should take a buddy with them.

Communication:

Mobile phone reception is available during this excursion.

First Aid:

EEC staff have Apply First Aid certificates and carry first aid. It is the visiting teacher's discretion the level of first aid equipment they carry.

Behaviour /Student Management

Visiting teachers are responsible for the behaviour management of the class. Teachers are expected to support the EEC staff throughout the excursion

Travel Time:

Buses generally take 10 minutes to drive from Kurnell to Cronulla High School.

Public:

The group is very likely to encounter members of the public. Supervising teachers need to be aware of where students are at all times. Child protection measures and supervision will be required when students access public toilets.

Risk Management Plan Proforma. This proforma is provided by BBEEC to assist teachers in the development of their risk management plan for the excursion.

Excursion coordinator:

Group/Class:

Group Size:

Location: Banks Solander Track, Monument Track, Burrawang Walk, Museum and Rock Platform

Date of Excursion:

Coordinator Contact Number:

Location / Activity	Hazard/Risk Identification Type/Cause	Matrix score	Risk Management Plan – Elimination or Control Measures	Who	When
Transport:	Bus accident	3	Hire bus with seat belts. Ensure sufficient time is allowed for travel to and from site. Supervise students on bus to minimise distractions to bus driver.		
	Road Crossing, car park safety	3	Closely supervise students. Manage the students in appropriate sized groups.		
Environment	Getting separated from group or lost	6	Maintain DEC guideline of 1:15 teacher to student ratio. Keep to the track. Students to remain walking between two adult supervisors/teachers. One teacher at the beginning and one at the end of the group. Instruct students that if they get separated they are to remain where they are, until someone comes to find them.		
	trips, slips and falls	4	Avoid being in a hurry. Students remain between teacher/supervising adult at all times. No students to run off ahead. Walk group to the speed of the slowest member. Warn students of other hazards as they arise, such as loose steps, puddles. Remove trip hazards as necessary. Ensure students walk slowly on rock platform.		
	bites & stings	4	EEC staff carry first aid kit. Apply ice or cold pack. Stay away from ant nests. On rock platform students not to put their hand into rock pools		
	bites-snakes	3	EEC staff carry a first aid kit with pressure bandages. Keep students to tracks at all times.		
	tree fall	3	Avoid using track in periods of extreme winds.		
	communication	3	EEC staff carry mobile phones. BBEEC office 9668 2070. Kamay Botany Bay NPWS 9668 2000. For an emergency call 000.		
	Child Protection	5	Keeping the group together will avoid most issues with contact with members of the public. It is not possible to remove all risk, however the usual school strategies of stranger danger should apply.		
Weather	cold	5	Advise students to wear sufficient clothing, preferably using layers of cotton or wool materials. This area can get extremely cold during winter or wet weather.		
	fire		Teachers to check www.rfs.nsw.gov.au for weather conditions. Kamay Botany Bay National Park is likely to be closed during extreme weather conditions. Contact the EEC to discuss the current situation.		
	rain	5	Advise students to bring wet weather clothing, such as a waterproof rain jacket.		
	wind	5	This area is generally protected from direct winds. However there is an added risk that periods of severe winds could result in tree fall or branches hanging in the canopy.		
	sun exposure, skin cancer	4	Sites provide partial shade. Hats and sunscreen should be promoted as with other outdoor activities.		
	heat stroke/dehydration	5	In the height of summer there is a risk of heat stroke, however not being in a hurry and providing breaks in the shade will assist students. Advise students to bring plenty of water.		

Location / Activity	Hazard/Risk Identification Type/Cause	Matrix score	Risk Management Plan – Elimination or Control Measures	Who	When
General health:			Advise EEC staff of any potential medical and health issues. Visiting staff are responsible for any medication necessary. Medical/special needs form should be returned to the EEC prior to the excursion.		
	Mobility and conditions	4	Advise EEC staff of mobility issues. The Monument Track is wheelchair accessible. Alternative arrangements can be made as required		
	asthma	3	Remind students with asthma to take their medication if needed prior to walking along the track. Class teachers to monitor their health during the day.		
	diabetes	4	Diabetics need to be reminded to manage their sugar levels and drink or eat as required if the walk is found to be strenuous.		
	allergic reactions	3	Health Management Plan and medication, such as antihistamines, epipens should be brought on the excursion and taken with the student at all times.		
	heart conditions	3	Students and staff with heart conditions need to be reminded to walk at the beginning of the group and they should be supervised at all times.		
	lack of adequate food supplies	5	The class teacher to ensure that all students bring adequate food and drinks.		
Activities Equipment	using equipment	5	All equipment poses potential hazards. Hazards and directions on correct use should be provided to minimise risk.		

Plan prepared by

Position:

Date:

Preparation in consultation with:

Communicated to:

Date:

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessments if an incident or a significant change occurs.

Risk Matrix:

1 = Extreme

2 = High

3 = Medium

4 = Low

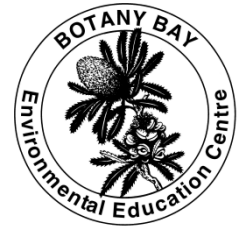
5 & 6 = Minimal

IMPORTANT EXCURSION INFORMATION

Kamay Botany Bay National Park Kurnell

- 1 **OUT OF HOURS CONTACT / WET WEATHER QUERIES** – Whilst in general excursions may proceed in inclement conditions, if you are concerned about the weather *on the day at 7.00 am* phone Jan Rasborsek, EEC Principal, on **0477 742 284**. Where excursions are cancelled we try to find alternative dates.
 - 2 **MEDICAL/SPECIAL NEEDS OF STUDENTS** – Please see attachment and complete as required.
 - 3 **RISK MANAGEMENT** – Material to assist in preparing your Risk Management Plan is attached.
 - 4 **APPROPRIATE DRESS (covered shoes, hat and sunscreen) and FOOD**
 - Students should wear clothing and shoes suited to working in an outdoor environment and appropriate to the season. A day pack or small bag (please do not bring plastic bags) may be needed for jumpers, wet weather gear, lunches, water bottle and study material.
 - Students, teachers and parents should bring their own lunch, as no kiosk facilities are available. Teachers and parents may purchase tea and coffee at a small cost.
 - Schools are encouraged to bring low waste lunches (worm farm provided for fruit scraps) and students are encouraged to take all other rubbish/waste home.
 - 5 **COSTS – two separate payments:**
 - i. The BBEEC provides teacher-guides for each group of 30 students and our costs are based on the provision of teacher-guides. Our invoice is attached - *please pass on to your School Admin*. A cheque made out to Botany Bay EEC will be required, on or before the day of the excursion.
 - ii. **NPWS park entry fees are based on the seating capacity of the vehicle:**
 - ie for vehicles with a seating capacity of 1-8 people the charge is \$ 7.00 per vehicle including GST;
 - for vehicles with a seating capacity of 9-22 people the charge is \$14.00 per vehicle including GST;
 - for vehicles with a seating capacity of 23-43 people the charge is \$28.00 per vehicle including GST;
 - for vehicles with a seating capacity of > 44 people the charge is \$42.00 per vehicle including GST.
- Your school will receive an invoice from the Office of Environment and Heritage (NPWS). **NPWS cheque is not required on the day.**
- 6 **WORKSHEETS are attached**
 - Worksheets maybe more effective used as a post excursion follow up
 - If worksheets are to be used please copy per student
 - 7 **TRANSPORT** – Schools will need to make their own travel arrangements, Kurnell has limited public transport.
 - 8 **My PL course for fieldwork** – a non-registered course *Teaching Outside the Classroom* is available when you bring your students to Botany bay EEC. Participants receive 5 hours credit for this course, Give your details to the EEC staff on the day
 - 9 **MEET US** – Groups should meet the EEC teacher at the Environmental Education Centre in Kamay Botany Bay National Park (unless other arrangements have been made).
 - 10 **Guided Groups** - Each EEC teacher will work with a group of upto 30 students along with the class teacher. This meets the DET “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools”
 - 11 **Contact Us** – EEC staff are normally available from 8.30 am to 3.30 pm during NSW school terms. **Phone 9668 2070**, or fax 9668 2080. Our email address is botanybay-e.school@det.nsw.edu.au

**Janet Rasborsek, Relieving Principal,
Botany Bay Environmental Education Centre**



MEDICAL/ SPECIAL NEEDS OF STUDENTS

Please supply information on any medical conditions of students who may require attention on day of excursion. This information will remain confidential. We require details of students who have medical and/or welfare issues such as:

- Asthma, allergies, diabetes
- Autism or other special needs
- Physical disabilities
- Behaviour concerns

Your teaching staff must meet full responsibility for the administration of any medication.

SCHOOL: _____

Teacher in Charge: _____

Excursion date: _____

STUDENT	CONDITION	PRECAUTIONS	MANAGEMENT

Please fax this form prior to your arrival
Fax – 9668 2080
 Botany Bay Environmental Education Centre

Welcome to Botany Bay Environmental Education Centre Kamay Botany Bay National Park, Kurnell



- Buses should drop off students in the designated bus bay, located near the EEC
- Buses should then move to the parallel parking bays on Solander Drive.
- Payments for park entry may be made in the Visitor Centre.
- Botany Bay EEC may be contacted during school hours on 9668 2070.