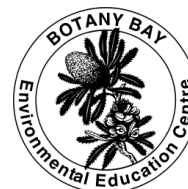


IMPORTANT EXCURSION INFORMATION **Beaches & Dunes / Coastal Management**



- 1 OUT OF HOURS CONTACT / WET WEATHER QUERIES – Jan Rasborsek 0477 742 284**
 General excursions may proceed in inclement conditions, if you are concerned about the weather *on the day please call Jan after 7.00 am*. If excursions are cancelled we will 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 and teachers should bring their own lunch, as kiosk facilities are not always available.
 - Schools are encouraged to bring low waste lunches.
- 5 COST**
 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 Financial Manager*. A cheque made out to the EEC will be required, it may be posted to the EEC or given to EEC Principal on the day.
- 6 WORKSHEETS**
 The enclosed worksheets are to be copied for each student to work through on the excursion. We send the original pack of worksheets to your school so you can select and duplicate the sheets you find appropriate.
- 7 TRANSPORT**
 The excursion begins at Wanda and finishes at North Cronulla. Schools will need to make their own travel arrangements to Wanda Surf Lifesaving Club, Murdock st, Wanda. After completing field studies at Wanda, students will walk to North Cronulla via the Seabee wall. Buses should therefore collect students from North Cronulla SLSC, or alternatively students may walk to Cronulla railway station.
- 8 My PL course for fieldwork – a non-registered course *Field Work for Secondary Teachers* 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 CONTACT US** – between 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
- 10 MEETING PLACE** – meet at Wanda SLSC Murdock St, Cronulla, Time as per arranged



Janet Rasborsek, Relieving Principal,
Botany Bay Environmental Education Centre

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: Green Hills, Wanda & North Cronulla Beaches

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 together. 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.		
	bites & stings	4	EEC staff carry first aid kit. Students could bring insect repellent. Apply ice or cold pack if available		
	bites-snakes	3	EEC staff carry a first aid kit with pressure bandages. Keep students to tracks at all times.		
	needle stick injury	3	Students should wear closed in shoes at all times		
	communication	3	EEC staff carry mobile phones. BBEEC office 9668 2070. Kamay Botany Bay NPWS 9668 2000. For an emergency call 000.		
	student behaviour	3	Visiting school staff assist BB EEC staff to ensure acceptable standards of student behaviour.		
	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.		
	rain	5	Advise students to bring wet weather clothing, such as a waterproof rain jacket.		
	sun exposure, skin cancer	4	Site is partially shaded. 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.		
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. Alternative arrangements as required		

Location / Activity	Hazard/Risk Identification Type/Cause	Matrix score	Risk Management Plan – Elimination or Control Measures	Who	When
	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.		
	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. Visiting staff to show individual Plans to EEC staff on arrival.		
	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 altogether.		

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