


### Sites to be visited:

Blacktown City Showground	Nurragingy Reserve, Blacktown	Plumpton Park, Hyatts Rd Plumpton
Cattai National Park - Wisemans Ferry Road	Crestwood Reserve, Crestwood	Devils Rock - Old Northern Rd, Maroota
Eric Mobbs Reserve, Castle Hill	Farm Tours (Addresses will be on program)	Hitchcock Springs - Maroota
St Matthews Church, Windsor	Swallow Rock Organics, Stones Rd	Ebenezer Tebbutt's Observatory, Windsor
Tobruk Sheep Station - 5050 Old Northern Rd Maroota	Turnbull's Lagoon - 311 Mud Island Rd	Ulinbawn Ski Park, 968 Sackville Ferry Rd
Windsor Town Walk, Windsor	Windsor Wharf, Windsor	Annangrove Park, Currie Ave Annangrove

Hazard / Risk	Hazard / Risk Identification	Risk	Elimination or Control Measures
Travel	Arrival / departure of vehicles	3	Speed limits, parking and safety signs displayed Vehicles must come to a complete stop, apply park brake before students/staff alight
	Alighting on and off a large bus, mini bus or car	5	All passengers to remain within assembly point until instructed Safety instructions relayed to all present before proceeding / commencing programs Safe access to parking must be ensured prior to visit by BEEC staff Safe area to alight to and from vehicles ensured prior to visit by BEEC staff
	Removal and/or storage of bags and equipment	5	<b>Driver and teachers to distribute all bags and equipment</b>
	Movement of passengers to and from arrival / departure point	3	Appropriate teacher / adult ratios to maintain group control and movement
Environment	Pedestrian danger from vehicle movements whilst hiking along and / or crossing roads	3	Appropriate ratios of teachers to students and strict control guidelines
	Trip / fall whilst on bush tracks	3	Regular maintenance of tracks, instructions and supervision
	Loss of contact with group during hike	5	Appropriate teacher to student ratios
	Bites / stings / allergic reactions from animals / plants	3	First aid kits (epi-pens etc), two way radios, instructions and supervision
	Exposure to extreme weather conditions – heat / cold	3	<b>Weather assessment - program adjustment - postponement if necessary</b>
	Sun Safety	3	Slip, Slop, Slap
	Immersion in water	4	Instruction, supervision and appropriate teacher to student ratio
	Stranger danger	4	Appropriate ratios of teachers to students and strict control guidelines
Contact with live animals eg: cattle, sheep, alpaca, pigs	3	Instruction re safe distances / approach / herd management	

Equipment	Inappropriate use of equipment Faulty equipment Dangerous equipment eg water/soil testing chemicals, solar oven	5 6 5	BEEC staff to provide clear instructions and demonstrations BEEC staff to assess equipment prior to use Always used in a controlled setting under strict guidance
Medication	Administering of medication / first aid Appropriate medication available Appropriate first aid available Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	5 5 6 3	<b>Visitors to provide necessary medication and trained staff to administer</b> Ensure students bring medication with them Visiting school to provide well equipped kits, BEEC also have kits on site Notification on arrival of students with medication/behavioural issues – monitor throughout visit  <b>BEEC staff to sight epi-pen if required. BEEC has epi-pen on-site.</b>
	<b>All visiting schools are to provide all necessary medications and equipment, including; epi-pens and ventolin (preventers and relievers)</b>		
Food / Catering	Food poisoning and / or contamination Injury from sharp object Allergic Reaction	5 5 5	Kitchen, equipment and food preparation to meet WH&S standards Clear guidelines and appropriate training of staff and visitors Dietary and medication requirements to be presented to BEEC prior to visit
<b>Plan prepared by:</b> Steven Body (Relieving Principal) <b>Prepared in consultation with:</b> Kate Kilgour (Teacher) and Shelley Brown (SAM) <b>Communicated to:</b> Brewongle staff, casual teachers on arrival and to visiting teachers via the booking confirmation package prior to visit. <b>Teacher / Approved Adult to Student Ratio not to exceed 1:15</b> <b>For more information:</b> <a href="https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm">https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm</a>			<b>Risk Matrix:</b> 1 = Extreme 2 = High 3 = Medium 4 = Low 5 & 6 = Minimal
 <b>Education Public Schools</b>			
<b>Monitor &amp; Review:</b> Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an accident or a significant change occurs.			

**AFTER HOURS EMERGENCY CONTACT – Steven Body 0416 748 239**