



Risk Management Plan

Brewongle Environmental Education Centre
587 Chapel Hill Rd, Sackville North NSW 2756



Event: Camp visit to Brewongle EEC

After Hours Emergency Contact: Mark – 0439 454 753 / 4575 0479

Activity	Hazard / Risk Identification	Risk	Elimination or Control Measures
Accommodation	<ul style="list-style-type: none"> Overnight supervision of students Use of cabins and tents Child protection issues Movement outside of cabins and tents during night time Exposure to the extreme heat or cold 	5 6 4 5 5	Visiting teachers are briefed on their responsibilities after BEEC hours Teacher instruction, guidance and supervision when using tents or cabins Same sex cabins and appropriate teacher to student ratios Teachers and students made aware of set boundaries around cabins and tents Students advised prior to visit of appropriate clothing and sleeping equipment
Showers / Toilets	<ul style="list-style-type: none"> Use of showers and toilets Movement between amenities and cabins 	6 6	Visiting teachers to ensure students conduct themselves in a safe and sensible manner Appropriate lighting and footwear to be worn
Camp Activities	<ul style="list-style-type: none"> All day hike 	5	Appropriate clothing, footwear, sunscreen, water, food, supervision and first aid
Recreation	<ul style="list-style-type: none"> Campfire use Lighting campfire Sport at nearby oval Wildlife presentation 	4 4 5 6	BEEC staff to instruct visiting teachers of campfire guidelines BEEC staff to instruct visiting teachers on the safe lighting and use of campfire BEEC staff to escort visiting school to oval with first aid kits Visiting teachers to ensure students conduct themselves in a safe and sensible manner
Food / Catering	<ul style="list-style-type: none"> Use of kitchen utensils 	5	Visiting teachers to instruct and supervise the use of all kitchen equipment
Emergency	<ul style="list-style-type: none"> Emergency contacts and emergency management plans 	1	BEEC staff to familiarise visiting teachers with BEEC EMP

Communicated to: EEC casuals and visiting teachers via booking confirmation package.
 For more information visit <https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm>
 or contact Brewongle EEC on: ph 45791136 Fax: 45791036

Principal: Mark Edwards
Teacher: Damien Feneley
Admin. Manager: Shelley Brown

2009

Risk Matrix: 1 / 2 High Risk, 3 / 4 Moderate Risk, 5 / 6 Low Risk

Teacher / Approved Adult to Student Ratio not to exceed 1:10 (this may change according to age or activity)

NB: Brewongle EEC requires visiting schools to provide all necessary medications and equipment, including; epi-pens and ventolins (preventers and relievers)