

Event: In-School Visit

Activity	Hazard / Risk Identification	Risk	Elimination or Control Measures
Travel	<ul style="list-style-type: none"> Arrival / departure of vehicles Removal and/or storage of equipment Movement of passengers to and from arrival / departure point Students moving around vehicles 	3 5 5	Strictly adhere to speed limits, parking and safety signs displayed Driver and teachers to distribute all equipment All passengers to remain within assembly point until instructed School teachers to ensure no student access near moving vehicles
Equipment	<ul style="list-style-type: none"> Inappropriate use of equipment Faulty equipment Dangerous equipment eg chemicals Safe keeping of equipment – recess and lunch 	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 School to ensure safe storage / supervision of equipment
Environment	<ul style="list-style-type: none"> Safe movement to and from activities Adequate space to perform activities Exposure to extreme weather conditions 	4 5 5	Ensure school has provided a safe and user friendly space to conduct activities Weather assessment, first aid kits, instruction and supervision Instruction, supervision and appropriate teacher to student ratio School to ensure adequate shelter is provided
Supervision	<ul style="list-style-type: none"> Students losing contact with group Students behaving in an appropriate manner Recess and lunch supervision 	5 4	School teachers to remain in attendance during all activities School teachers to ensure all attending students are accounted for. BEEC staff will not supervise students during recess and lunch
Medication	<ul style="list-style-type: none"> Administering of medication / first aid Appropriate medication available Appropriate first aid available 	5 5 5	Appropriate training of BEEC / school staff and clear guidelines School to provide necessary medication and administering (epi-pen, ventolin) BEEC and school to provide well equipped kits

Communicated to: EEC casuals and school 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 / Student Ratio not to exceed 1:15 (this may change according to age or activity)

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