

Event: Day Visit to Brewongle EEC

Activity	Hazard / Risk Identification	Risk	Elimination or Control Measures
Travel	<ul style="list-style-type: none"> Arrival / departure of vehicles Alighting on and off a large bus, mini bus or car Removal and/or storage of bags and equipment Movement of passengers to and from arrival / departure point 	3 5 5 5	Speed limits, parking and safety signs displayed Vehicles must come to a complete stop and apply park brake Driver and teachers to distribute all bags and equipment All passengers to remain within assembly point until instructed
Equipment	<ul style="list-style-type: none"> Inappropriate use of equipment Faulty equipment Dangerous equipment eg chemicals 	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
Environment	<ul style="list-style-type: none"> Trip / fall from walking / hiking along bush tracks Loss of contact with group during hike Bites / stings / allergic reactions from animals / plants Exposure to heat / cold / extreme weather conditions Movement around water 	5 5 4 4 5	Regular maintenance of tracks, instructions and supervision Appropriate teacher to student ratios First aid kits (epi-pens etc), two way radios, instructions and supervision Weather assessment, postponement, first aid kits, instruction and supervision Instruction, supervision and appropriate teacher to student ratio
Food / Catering	<ul style="list-style-type: none"> Food poisoning and / or contamination Allergic reaction 	5 4	Kitchen, equipment and food preparation to meet OH&S standards Dietary and medication requirements to be presented to BEEC prior to visit
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 / visiting staff and clear guidelines Visitors to provide necessary medication and administering (epi-pen, ventolin) BEEC and visiting school to provide well equipped kits

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 1:15
(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)