



School Excursions to Bunyaville Environmental Education Centre

Client Information on Health and Safety Procedures

This document is designed to answer questions from school communities regarding Workplace Health and Safety Policy and Procedures that may arise when planning an excursion to our Centre. Bunyaville Environmental Education Centre (EEC) boasts an impressive Workplace Health and Safety record. The Centre has an active Workplace Health and Safety Committee that oversees risk assessment and management for all school programs offered by the Centre. All staff are trained in their specific roles and all Departmental guidelines are adhered to. The teachers operating with clients satisfy all Department of Education requirements (as outlined within Education Policies and Procedures Register) and participate regularly in workshops and in-service sessions relevant to the programme activity areas. All teachers, Unit Support Officers and the Business Manager have Senior First Aid certification.

Risk management is a high priority within Centre operations. Facilities are regularly checked and maintained, and all equipment is used in accordance with manufacturers' guidelines. Bunyaville Environmental Education Centre ensures that all programs are appropriately graded to maintain clients' physical and emotional safety.

Being a Department of Education school, we abide by the Queensland Health COVID-19 Guidelines and have a special COVID-19 Risk Assessment:

<https://bunyavilleeec.eq.edu.au/about-us/risk-assessment>

Curriculum Activity Risk Assessments have been completed for all other Bunyaville EEC conducted activities according to the Education Policies and Procedures Register of the Department of Education, with particular reference to Curriculum Activity Risk Management:

<https://bunyavilleeec.eq.edu.au/about-us/risk-assessment>

Curriculum Activity Risk Management Guidelines

<https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines>

Additional information can be found at:

<http://ppr.det.qld.gov.au/education/Management/Pages/School-Excursions.aspx>

The following general information will satisfy requirements for the Centre's Curriculum Risk Management :-

1. The Principal of Bunyaville EEC operates under exactly the same Workplace Health and Safety guidelines as do other State School Principals.
2. All Bunyaville EEC teachers carry a comprehensive first-aid kit at all times when in the field. In addition, a more comprehensive kit is on site at the Centre/ excursion assembly area, including a defibrillator at the Centre building.
3. Visiting teachers will provide the Centre Principal with a full list of students and adults visiting the Centre, and will have completed special needs and medical information for relevant students. A register of all medications administered to students will be kept by the visiting teacher.
*N.B. Student List detailing **specific medical conditions** (e.g. asthma, epilepsy, diabetes, ASD, etc.) and anaphylaxis/allergies is required – one copy per student group.*



4. It is highly recommended that if the program is new to the visiting teacher, they attend a brief, face-to-face Pre-visit professional development session at the Centre. This provides all the important logistics and work place health and safety details for the day (the forest is a very different learning environment to school).
5. Upon arrival at the Centre, all students and adults will be advised of safety procedures and visiting teachers will receive a brief orientation with regard to the location of field activities.
Note: all accompanying adults (parents, caregivers) must sign the COVID-19 School's Contact Register upon arrival.
6. All safety requirements for field excursions and Centre activities are strictly adhered to as outlined in the relevant Education Policy and Procedures Register. Safety procedures are constantly discussed and reviewed in all staff meetings.
7. Because of the nature of the outdoor environment, it is imperative that all visitors use broad spectrum sunscreen (SPF 30+), insect repellent, protective clothing, closed-in shoes and hats. The exception being where the use of these products has an impact on an individual's health.
8. The Centre Principal will phone the visiting teacher by 7am of the day of the visit, if there are concerns about forecasts of adverse weather conditions and a mutual decision will be made to postpone or run the program. Weather conditions are monitored by Centre staff throughout the day and program adjustments are made when necessary. In addition to wet weather, the Centre has standard operating procedures for hot and or windy weather and bush fires.
9. All students are supervised in small manageable groups at all times while in the field. Centre teachers carry mobile phones on all excursions. **It is a minimum requirement that each visiting class is accompanied by a teacher and at least two additional adults i.e. teacher aide/parents.** Parent attendance is encouraged.
10. Visiting adults, teachers and principals are under the directions of Bunyaville EEC staff whilst on excursion within the Bunyaville Conservation Park area or other locations. 'Duty of Care' of the students is a cooperative responsibility between Bunyaville EEC staff and the visiting teachers.
11. The Centre buildings are equipped with appropriately rated fire extinguishers.
12. The Centre buildings on site have notices detailing an evacuation procedure to be followed in the event of an emergency. The buildings are small and have exit signs beside doors for immediate evacuation.
13. Safety Precautions for programs conducted in the Bunyaville Conservation Park Area:
 - a. Some Centre programs are conducted in the picnic area of the park. Queensland Parks and Wildlife are responsible for the maintenance of the park. At the beginning of every year, the Centre Principal inspects the walking tracks with the Head Ranger to identify any risks.
 - b. The park is open for use by the general public and toilets are used by the general public. Toilets and surrounds are checked before the start of any program. Students are to toilet in groups between activities or before/after lunch. (Under no circumstance should any student be permitted to visit the toilets alone.)



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- c. Park road: caution is required at all times on or near the roadway. Students cross the road in small groups with an adult.
 - d. All students must be supervised by a teacher (visiting teacher or Centre teacher) at all times.
 - e. Picnic area programs rotate through four, small group activities of up to 15 students. Each small group must have a teacher and one other adult, particularly on the Earthwalks which are led by Bunyaville EEC teachers (hence the need for each class to visit with their teacher and a minimum of two extra adults).
 - f. A first aid kit is located at the main assembly area.
 - g. Small Bunyaville EEC carry-bags containing first aid treatment must be carried by delegated personnel other than Centre staff during all field activities.
 - h. In event of an emergency, phone 000 (112 for a disabled mobile phone).
13. The visiting school's *Student Code of Conduct* will be recognised and supported by the Centre except where they conflict with site policies regarding safety, welfare, cooperation, participation and learning.

Additional information on safety in Bunyaville Conservation Park is available from the Department of Environment and Science:

<https://parks.des.qld.gov.au/parks/bunyaville/>

Debbie Ledger

Principal

Bunyaville Environmental Education Centre

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