

School Excursions to Brisbane Urban 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. Brisbane Urban Environmental Education Centre (BUEEC) has an active Workplace Health and Safety representative 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 program activity areas. All staff 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. Brisbane Urban Environmental Education Centre ensures that all programs are appropriately graded to maintain clients' physical and emotional safety.

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

<https://brisbaneurbaneec.eq.edu.au/planning-your-visit/booking-information/risk-assessments>

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 Brisbane Urban EEC operates under exactly the same Workplace Health and Safety guidelines as do other State School principals.
2. All Brisbane Urban EEC teachers carry a first-aid kit at all times when in the field. In addition, a kit is also kept on site at the Centre.
3. Visiting teachers will provide the Centre Principal with a full list of students and adults visiting the Centre and will have completed medical information for each student. 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. Upon arrival at the Centre, all students and adults will be advised of safety procedures and location of facilities. Visiting teachers will receive a brief orientation with regard to the location of activities.



5. Because of the nature of the outdoor environment, it is imperative that all visitors use broad spectrum sunscreen (SPF 50+), protective clothing, closed-in shoes and hats. The exception being where the use of these products has an impact on an individual's health.
6. Weather conditions are monitored by staff while working with students outdoors. No risks are taken with regard to adverse weather conditions.
7. All students are supervised in small manageable groups at all times while in the field. Centre teachers carry mobile phones on all excursions.
8. Visiting adults, teachers and principals are under the directions of Brisbane Urban EEC staff whilst on excursion. 'Duty of Care' of the students is a cooperative responsibility between Brisbane Urban EEC staff and the visiting teachers.
9. The Centre buildings are equipped with appropriately rated fire extinguishers.
10. The Centre buildings, on site, have notices detailing an evacuation procedure to be followed in the event of an emergency.
11. Visiting school Responsible Behaviour Plans will be recognised and supported by the Centre except where they conflict with site policies regarding safety, welfare, cooperation, participation and learning.