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 (BEEC) 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, Training and Employment (DETE) 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 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.

Curriculum Activity Risk Assessments have been completed for all BEEC 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:
http://www.bunyavileec.eq.edu.au/your-visit/risk-assessments.html

HLS-PR-012: Managing Risks in School Curriculum Activities

Additional information can be found at:

The following general information will satisfy requirements for the Centre’s Curriculum Risk Management:–

1. The Principal of BEEC operates under exactly the same Workplace Health and Safety guidelines as do other State School principals.

2. All BEEC 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/exursion assembly area.

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.

4. 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.

N.B. Student List detailing specific medical conditions (e.g. asthma, epilepsy, diabetes, ADD, etc.) and anaphylaxis/allergies is required – one copy per student group.
5. 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.

6. 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.

7. Weather conditions are monitored by staff while working with students outdoors. No risks are taken with regard to adverse weather conditions.

8. All students are supervised in small manageable groups at all times while in the field. Centre teachers carry mobile phones on all excursions.

9. Visiting adults, teachers and principals are under the directions of BEEC staff whilst on excursion within the Bunyaville Conservation Park area or other locations. ‘Duty of Care’ of the students is a cooperative responsibility between BEEC staff and the visiting teachers.

10. The Centre buildings are equipped with appropriately rated fire extinguishers.

11. 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.

12. Safety Precautions for programs conducted in the Bunyaville Conservation Park Area:
   a. The park is open for use by the general public and toilets are used by the general public. 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.)
   b. Roads: caution required at all times on or near roadways. Students cross the road in groups with an adult.
   c. All students must be supervised by a teacher at all times.
   d. One other adult in addition to the teacher directing the activity is to accompany each group of students, particularly on the Earthwalks which are led by BEEC teachers (i.e. a minimum of 2 adults per group of up to 15 students).
   e. A first aid kit is located at the main assembly area.
   f. Small BEEC carry-bags containing first aid for snakebite treatment must be carried by delegated personnel during all field activities.
   g. In event of an emergency, phone 000 (112 for a disabled mobile phone).

13. 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.

Additional information on safety in Bunyaville Conservation Park is available from the Department of National Parks, Recreation, Sport and Racing at –