

# Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Warragamba Dam (WaterNSW)		
Location	Warragamba Dam Visitor Centre, Production Ave, Warragamba 2752		
Phone number	02 4774 4430 or 02 4774 4433		
Web address	<a href="http://www.waternsw.com.au">www.waternsw.com.au</a>		
Email	<a href="mailto:education.mail@waternsw.com.au">education.mail@waternsw.com.au</a>		
Insurance	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

The information in this venue safety information form has been provided to assist the excursion risk management planning for school excursions to WaterNSW's Warragamba Dam site.

While WaterNSW has taken care to identify the possible hazards on the site, site conditions can change daily due to the operational nature of Warragamba Dam. It is very important therefore to follow the directions of WaterNSW staff on the day.

Safety is everybody's responsibility and it is important that all staff and visitors participate in managing safety.

Teachers are expected to actively supervise students and ensure safe behaviour by students at all times. Students are expected to demonstrate developmentally appropriate safe behaviour and be respectful to each other and the environment.

Possible activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
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<p><b>All activities</b></p>	<p>Teachers and adults required for supervision of students.</p>	<p>Ability to clearly communicate hazards to students</p> <p>Ability to supervise multiple students at one time.</p>	<p>Lack of supervision of students</p> <p>Refer to specific hazards and risks for each activity.</p>	<p>WaterNSW Education Officer to student ratio of 1:30.</p> <p>Teacher or parent helper to student ratio of 1:15.</p> <p>All teachers and parent helpers must read the venue risk management form prior to the excursion day.</p> <p>WaterNSW staff are to provide teachers/parent helpers with a compulsory onsite safety induction at the beginning of excursion.</p> <p>Use designated pathways and walkways at all times.</p> <p>No students are to be left unsupervised during the excursion.</p> <p>Stop the excursions if students are demonstrating unsafe behaviour such as pushing, shoving and leaning on or sitting on handrails.</p> <p>During the outdoor classroom component, adults must be at the front and at the rear of the group.</p> <p>Students and teachers must follow instructions from WaterNSW Educators at all times.</p>
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<p><b>Warragamba Dam Visitor Centre</b></p> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Audio visual presentation.</li> <li>• Tour Water for Life exhibition</li> <li>• Hands on activities including water quality testing.</li> </ul>	<p><b>Ages</b> All</p> <p><b>Fitness</b> All levels. Wheelchair accessible venue.</p> <p><b>Skills</b> Reading, listening, group work, ability to follow instructions.</p>	<p><b>Accreditation</b> First Aid trained</p> <p><b>Competence</b> Experienced and highly competent education staff</p>	<p><b>Hazards</b></p> <p><i>Inside Visitor Centre</i></p> <ul style="list-style-type: none"> <li>• Working with water testing equipment and chemicals</li> <li>• Environmental water samples and basic chemicals for water testing.</li> </ul> <p><i>Outside Visitor Centre</i></p> <ul style="list-style-type: none"> <li>• Stinging insects</li> <li>• Snakes</li> <li>• Sun exposure</li> <li>• Slips trips and falls on uneven surfaces</li> </ul> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Insect sting</li> <li>• Snake bite</li> <li>• Sunburn</li> <li>• Eye injury</li> <li>• Wound infection</li> </ul>	<p>Supervision by school teachers in conjunction with guidance of WaterNSW staff.</p> <p>Teachers will be delivered an onsite safety induction on arrival, including evacuation procedures.</p> <p>Wear hat and sunscreen and flat enclosed shoes.</p> <p>Use ramp to visitor centre and point out steps to lower areas, especially in wet weather.</p> <p>Do not approach wildlife.</p> <p>Remind students of appropriate behaviour – no climbing, moving as a group on formed pathways, following instructions and not running or climbing.</p> <p>Wear PPE (safety glasses, disposable gloves) as directed.</p> <p>Use all equipment as per the instructions provided.</p> <p>Wash hands before eating.</p> <p>First aid kit (including epi pen for known allergic reactions) – with teachers and on site.</p>
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<p><b>Outdoor lesson and inspection of Warragamba Dam</b></p> <p>Exterior of Warragamba Dam</p> <p>Crest level and valve house level</p> <p>(Subject to WaterNSW operational requirements on the day).</p>	<p><b>Ages</b> All</p> <p><b>Fitness</b> All levels (assuming travel to dam is via bus, not on foot)</p> <p>Some areas are not wheelchair accessible, however any students requiring disabled access can attend the outdoor lesson and remain on the bus when appropriate.</p> <p><b>Skills</b> Reading, listening, ability to comply with instructions.</p>	<p><b>Accreditation</b> First Aid trained</p> <p><b>Competence</b> Experienced and highly competent education staff</p>	<p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>• Environmental exposure (sun/ wind/ rain/ hot/ cold)</li> <li>• Stinging insects</li> <li>• Snakes</li> <li>• Vehicles</li> <li>• Steps/ uneven surfaces</li> <li>• Heights</li> <li>• Hot metal surfaces (handrails).</li> </ul> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Insect sting/ bite</li> <li>• Snake bite</li> <li>• Sunburn/ windburn/ exposure</li> <li>• Burns</li> <li>• Vehicular/ pedestrian collision</li> <li>• Falling from heights</li> <li>• Vertigo</li> </ul>	<p>Supervision by school teachers in conjunction with guidance of WaterNSW staff.</p> <p>WaterNSW Education Officer uses a portable speaker session to ensure all instructions are heard clearly.</p> <p>Students are reminded about appropriate behaviour – particularly moving as a group, following instructions, keeping within prescribed areas and not running or climbing.</p> <p>The group will use footpaths and cross roads and carparks as directed by WaterNSW staff.</p> <p>Students will return to the bus if WaterNSW staff deem their behaviour to be unsafe.</p> <p>No climbing on Aerofoil rails or any other fence/ wall/ structure. Students informed to keep both feet on the ground at all times during the onsite tour.</p> <p>Ensure appropriate dress for the day – hat &amp; sunscreen and flat enclosed shoes.</p> <p>Students are to bring a bottle of drinking water.</p> <p>Students are advised not to touch the hot Aerofoil hand rails on the dam crest when sunny and are reminded of that when they are near the rails.</p> <p>Stinging insect nests are removed if detected prior to the excursion. In the event that any swarms are present the excursion route will be modified to ensure visitor safety.</p> <p>Maximum vehicle speed limit 20km/h on dam and in picnic areas.</p>
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<p><b>Using picnic areas</b> (Morning tea/lunch/play time/toilet break)</p>	<p><b>Ages</b> All</p> <p><b>Fitness</b> All levels. Some areas are not wheelchair accessible.</p> <p><b>Skills</b> Reading &amp; listening</p>	<p><b>Accreditation</b> First Aid</p> <p><b>Competence</b> Experienced and highly competent education staff</p>	<p><b>Hazards</b></p> <ul style="list-style-type: none"> <li>• Environmental exposure (sun/ wind/ rain/ hot/ cold)</li> <li>• Stinging insects</li> <li>• Snakes</li> <li>• Vehicles</li> <li>• Steps/ uneven surfaces</li> </ul> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Insect sting/ bite</li> <li>• Snake bite</li> <li>• Sunburn/ windburn/ exposure</li> <li>• Burns</li> <li>• Vehicular/ pedestrian collision</li> </ul>	<p>Supervision by school teachers at all times.</p> <p>Remind students of appropriate behaviour – particularly moving as a group, following instructions and not running. Use of Pedestrian Crossings provided.</p> <p>Do not approach wildlife.</p> <p>Stinging insect nests are removed if detected prior to the excursion. In the event of any swarms the excursion route will be modified to ensure visitor safety.</p> <p>Ensure appropriate dress for the day – hat, sunscreen, raincoat and flat enclosed shoes.</p> <p>Students are to bring a bottle of drinking water.</p> <p>Advise students of uneven ground surface.</p> <p>Maximum vehicle speed limit 20km/h in picnic areas.</p> <p>Use footpaths and use pedestrian crossings.</p>
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**Equipment**  
*List any equipment, including personal protective equipment, to be provided for use during the activities/programs.*

<p>The following equipment listed is indicative only. Resources used will be age and subject appropriate and selected pre-excursion in discussion with teacher contact.</p>	<ul style="list-style-type: none"> <li>- Water testing equipment – turbidity tubes, electrical conductivity metres, pH, phosphate, and nitrate test strips. Equipment used as per instructions and Safety Data Sheets (test strips). Disposable gloves and safety glasses worn and wash hands after water testing activities.</li> </ul>
<ul style="list-style-type: none"> <li>- Worksheets and/or clipboards</li> </ul>	<ul style="list-style-type: none"> <li>- Catchment models, water bottles</li> </ul>
<ul style="list-style-type: none"> <li>- Miscellaneous stationery – pencils, pens, paper, erasers etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Environmental water samples</li> </ul>
<ul style="list-style-type: none"> <li>- Tape measures, magnifying glasses, binoculars</li> </ul>	<p><i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<b>Other requirements</b> <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</i>	Sturdy, flat enclosed footwear – essential. Dress for the day – hat, sunscreen (or raincoat) and a bottle of drinking water per student – essential and not provided by the venue.
	The school bus/coach will be required to transport your group around the site – DO NOT release your bus/coach on arrival.
	Limited electric BBQ's available in the adjacent Warragamba Reserve picnic area. No kiosk on site. Take away shops available in the nearby Warragamba township.
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Teachers retain responsibility for supervising student behaviour and Duty of Care for students at all times. WaterNSW staff are responsible for the delivery of the educational activity/program. For your safety listen carefully to safety briefing/ induction on arrival and follow all directions and instructions of WaterNSW staff at all times.
	Although a First Aid kit is available on site, teachers are required to carry their own kit during excursions as per the Department of Education excursion policy. Toilet facilities are limited once the program/activity commences, we recommend all students be advised accordingly and encouraged to use the toilet facilities on arrival/prior to commencement of the program.
	Services provided with WaterNSW staff can include: audio visual presentation, classroom and hands on style activities, interactive Water for Life exhibition, inspection of Warragamba Dam crest and valve house level training wall (subject to availability and operational requirements on the day).
<b>Access</b>	<i>Is access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> <i>There are some areas on the site that are not wheelchair accessible and excursions will be modified to include wheelchair accessible areas when required. Visitor Centre =</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> At the Visitor Centre and in the picnic grounds
	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is a first aid room available? In Visitor Centre</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	<i>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Office of the Children's Guardian – Please note that only those WaterNSW staff directly involved in child related employment have undergone screening, clearance and verification. i.e. Education and Visitor staff including those involved in school excursions at Warragamba Dam.</i>
<b>Child-related employment</b>	

*If your organisation is registered with an Approved Screening Agency in NSW,  
Have all employees and others undertaking work with children (including volunteers) undergone employment screening?*

Yes  No  Refer comment above

*Have all employees and others undertaking work with children (including volunteers) completed an Applicant Declaration and Consent form?*

Yes  No

*If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Communities on (02) 9836 9200.*

**Please note that the information provided above was current as of the 19/01/2018. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please directly contact the venue.**