

# Excursion risks and controls

Our first priority is to make your visit safe, comfortable and enjoyable

We've provided this information to assist your risk assessment for an excursion at our sites. It identifies potential risks and key controls.

Our sites are dynamic industrial environments. While we've taken care to identify the possible risks, site conditions can change. It's important to follow the directions of the Education Officer on the day.

Everyone has a role to play in managing safety. Teachers are expected to actively supervise students and model safe behaviour. Students are expected to demonstrate calm, safe behaviour and be respectful to each other and the environment.

Risks and hazards	Controls
<p><b>Lack of appropriate supervision of tour participants</b></p>	<ul style="list-style-type: none"> <li>• Sydney Water Education Officer to tour participant ratio of 1:35. Teacher employed by the school to student ratio of 1:35.</li> <li>• Teacher and Sydney Water Education Officer to stay with the group at all times. No participants to be left alone.</li> <li>• Stop tour if participants are demonstrating unsafe behaviour such as pushing, shoving and leaning on/sitting on handrails.</li> <li>• Sydney Water Education Officer uses a portable speaker during the tour to ensure all instructions are heard clearly.</li> <li>• Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.</li> <li>• Use designated pathways and walkways.</li> </ul>

**Emergency requiring evacuation, eg fire**

- Sydney Water Education Officer to lead tour participants to the emergency evacuation assembly point.
- Follow directions of operational site staff.
- Full participant list provided to Sydney Water Education Officer on arrival to site.
- Head count at beginning of excursion and on arrival at emergency evacuation assembly point.
- Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.

**Exposure to sun, wind and rain**

- Recommend participants wear protective clothing (long sleeves and long pants), sunscreen, sunglasses and hats.
- Walking tour may be cancelled during too hot or wet weather.

**Falling into water**

- Stop tour if participants are demonstrating unsafe behaviour such as pushing, shoving and leaning on/sitting on handrails.
- Sydney Water Education Officer uses a portable speaker during the tour to ensure all instructions are heard clearly.
- Use designated tour pathway.
- Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.

**Injury from moving mechanical equipment**

- Sydney Water Education Officer provides safety induction at start of excursion.
- Use designated pathways and walkways.
- Stop tour if participants are demonstrating unsafe behaviour such as pushing, shoving and leaning on/sitting on handrails.
- Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.

**Bites from snakes/wasps/nesting birds**

- Participants wear enclosed, flat shoes. Recommend participants wear protective clothing (long sleeves and long pants).
- Sydney Water Education Officer provides safety induction at start of excursion.
- Use designated tour pathway.
- Avoid areas where wildlife may be present, eg long grass, trees that are attracting bees.
- Carry first aid kit on walking tour.

**Traffic movement, including truck and chemical delivery**

- All participants wear high visibility vests.
- Avoid areas where chemical deliveries are occurring.
- Teachers and/or supervising adults must supervise tour participants at all times. During the walking tour, adults must be situated at the front and at the rear of the group.
- Use designated pathways and walkways.

**Slips, trips and falls**

- Participants wear enclosed, flat shoes.
- Sydney Water Education Officer provides safety induction at start of excursion.
- Use designated tour pathway.
- Use handrails provided.
- Alert participants of slip, trip and fall hazards.
- Bags and other loose items must not be carried on the tour.

**Missing students**

- Participant list with details of numbers and names of students and supervising adults collected on group's arrival.
- Head count on arrival and departure.
- Teacher and Sydney Water Education Officer to stay with the group at all times. No participants to be left alone.
- Teachers and/or supervising adults must supervise tour participants at all times. During the walking tour, adults must be situated at the front and at the rear of the group.

**Working with laboratory equipment and chemicals**

- Only allow access to the correct equipment for the task, discarding any damaged or faulty equipment.
- Provide gloves and safety glasses to all participants (including supervising adults). Participants wear enclosed, flat shoes.
- Provide instruction on the correct use and handling of any equipment.
- Actively supervise participants and encourage safe behaviour.

**Exposure to biological health risks from aerosols or physical contact with wastewater**

- Participants wear enclosed, flat shoes. Recommend participants wear long sleeves and long pants to minimise skin contact.
- All participants wear protective eyewear and gloves where required.
- Direct participants to wash hands and or use hand sanitiser the after walking tour.
- Eating and drinking only allowed inside the Education Centre.