

SECTION 2

**Holloways Beach
Environmental
Education Centre**



Where Education Comes Alive!

HEALTH & SAFETY POLICY AND DRAFT PROCEDURES

2.1 GUIDELINES INTRODUCTION

The Holloways Beach Environmental Education Centre is a component of Education Queensland. Groups accessing this facility do so as part of an official school excursion and therefore are subject to official Departmental Policy and Procedure.

All visiting Camp Leaders and teachers should be familiar with the relevant education Policy and Procedure Register (PPR) <http://ppr.det.qld.gov.au/Pages/default.aspx>, Curriculum Activity Risk Assessments and HBEEC specific risk assessments and management. Both the site specific risk assessments and the linked CARAs are available by selecting the 'Teachers Information' then 'Risk Assessment Documents' drop down menus on the website: <http://www.hollowayseec.eq.edu.au>.

Specific Health Issues which Camp Leaders should be aware of from the PPR include (but are not limited to) Administration of Medications in Schools, Sun Safety in Schools Guidelines, Infection Control Guideline and Management of Contagious Conditions.

This and other relevant information has been incorporated into the administration and management of the Holloways Beach Environmental Education Centre's programs and facilities and needs to be passed on to accompanying adults and children by the Camp Leader (Registered Teacher In Charge of each camp.)

2.2 PROCEDURES AND GUIDELINES

The Holloways Beach Environmental Education Centre's staff and the visiting classroom teacher work collaboratively supporting the Environmental Education component of classroom curriculum programs. The aim is to provide teachers and students with a physically, emotionally and socially safe educational experience. (See <http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx>).

(c) THE 4 RISK LEVELS

Inherent Risk Level		Action Required / Approval
Low	Little chance of incident or injury.	Manage through regular planning processes
Medium	Some chance of an incident and injury requiring first aid.	Document controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . Consider obtaining parental/carer permission.
High	Likely chance of a serious incident and injury requiring medical treatment.	A <i>Curriculum Activity Risk Assessment</i> is required to be completed. Principal or head of program (e.g. DP, HOD, HOSES) approval prior to conducting this activity is required. Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . Obtaining parental permission is recommended.
Extreme	High chance of a serious incident resulting in highly debilitating injury.	Consider alternatives to the activity. A <i>Curriculum Activity Risk Assessment</i> is required to be completed. Principal approval prior to conducting this activity is required. Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i> . Parental/carer permission must be obtained for student participation.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

2.3 INFORMED CONSENT OF PARENTS, GUARDIANS

Legal opinion would suggest that the consent of parents for a school excursion needs to be *informed* consent. It is therefore the responsibility of the classroom teacher to adequately inform parents. We recommend that you use the information from this website and your pre-visit notes to convey to parents information such as:

- a) The presence of a HBEEC teacher as well as you during day activities.
- b) The qualifications of HBEEC teachers (eg. current First Aid qualifications and Coxswain certificates).
- c) Students covered by group ambulance subscription while on site.
- d) The nature of activities being conducted by centre staff and Camp Leader (teacher) for the duration of the camp/day trip.
- e) The breakdown of costs (transport, catering, centre charges).
- f) The location of centre and telephone number, (07) 40559300.

(see [Sample Letter](#))

Of particular importance is the availability of full medical details and emergency contact information for each student. Please check these are complete before setting out for the centre.

2.4 SAFETY AND FIRST AID (also see SECTION 3.3)

All programs and activities to be conducted by centre staff and Camp Leaders (teachers) must conform to EPPR standards and must have the approval of the Camp Leader's School Principal and the Centre Principal.

The Centre Staff all hold current Senior First Aid qualifications and carry portable First Aid Kits when necessary. A comprehensive First Aid Kit is located at HBEEC for client's use. First Aid Kits are also carried in each boat. However schools are requested to use their own where possible. Asthmatic students are required to carry their own inhaler. All other medication must be held, recorded and administered by teachers. The Camp Leader must ensure that at least one adult is present for the duration of the camp who has the knowledge of, and ability to perform First Aid.

Emergency phone numbers, procedures and evacuation plans are appropriately located in each building. Phone at HBEEC for camps use is located in the Kitchen.

2.5 GROUP LISTS AND MEDICAL FORMS

All groups visiting the centre must provide the centre staff with a Medical Alert List which features relevant medical details as well as other noteworthy information on students, school staff & accompanying adults. Camp Leaders should have on hand the Consent and Medical Forms if required.

The Individual Health Plan, Emergency Health Plan and Action Plan of student/s with specialized health needs should be made accessible to all relevant supervisors that provide direct supervision. This includes ensuring IHP, EHP and Action Plans are located with the student's emergency medication or equipment.

Upon arrival (or as soon as possible after) the Camp Leader and centre staff should discuss this information and particularly relevant medical concerns and special needs for the visiting group. A copy of the Group List, Alert List and Consent List is left with the centre staff. Prior to departure any Accident Report Forms may need to be copied.

Any activity outside the immediate boundaries of the centre, the centre staff (where possible) will inform relevant persons (eg. adult back at camp, park rangers) of:

- the intended route and emergency procedures eg. mobile phone.
- estimated time of departure and estimated time of arrival back at the centre.
- any other relevant information.

All groups must be adequately supervised.

2.6 TEACHER/ ADULT TO STUDENT RATIO

This will be set at the discretion of the Centre Principal and is relative to:

- age and numbers in client group.
- level of special needs circumstances within the group.
- venue and activity.
- if boating is involved.
- number of visiting teachers, school staff and adults.
- centre staff involved.



2.7 CENTRE KEYS

The Camp Leader will be responsible for the delegating of keys to each supervising adult in each cabin and the returning of all keys before departure.

2.8 SUN STRATEGY

The HBEEC has developed a code for sun protection for centre staff, visiting school staff, adults and students.

All students are required to wear hats, preferably wide brimmed or legionnaire styled, appropriately sleeved shirts and to apply and maintain maximum protection SPF sun screen. The weather must be taken into account when planning and running activities.

It is important that teachers/other adults act as role models wearing appropriate hats, clothing and sun screen.

2.9. PROTECTIVE CLOTHING AND FOOTWEAR GUIDELINES

All participants in fieldwork are required to wear an old pair of closed shoes which may get wet and muddy (depending on the activity). Sandals, slip-on shoes and thongs are suitable at certain times. Jumpers and raincoats may also need to be packed, as weather can be unpredictable. **Students not complying may not be able to participate in the complete program.**

2.10 MOSQUITO AND SANDFLY INFORMATION

It is imperative that teachers discuss with students the consequences of not being protected from the above. Some general information may help.

- Main feeding times for mosquitoes & biting midges (sandflies) - early morning around breakfast time & evening.
- Insect repellent should be applied before leaving in the morning & at least twice more during the day, depending on weather conditions, eg. on overcast days, in shady areas and usually after rain the mosquitoes will be bad whereas biting midges can be troublesome if winds are light especially early morning and dusk. Areas most often neglected are ankles, backs of legs and neck. Make sure hands are washed after applying cream. **It is the Camp Leader's responsibility to make sure ALL the students have applied their insect repellent THOROUGHLY as a whole group at the above-recommended time.**
- Aerosol cans are discouraged.
- Light baggy and cool clothing is essential for students who know they are allergic to insect bites, however if heavier clothing eg. jeans, tracksuits, flannelette is the only clothing available it will have to do. *It is better to be protected and hot than cool and bitten.*



2.11 BEHAVIOUR MANAGEMENT

Camp Leaders and school staff should be actively involved in the promotion of positive behaviour management and therefore assist Centre staff with situations or concerns that may arise. Refer to the HBEEC Behaviour Management Plan (link coming soon).

(See *Student's Code of Conduct Policy*, *Behaviour Management Plan* & *Behaviour Register* – all below)

STUDENT'S CODE OF CONDUCT POLICY

(A) AS A MEMBER OF THE SCHOOL GROUP YOU SHOULD:

- show respect for other students, their ideas, opinions and their property.
- listen to and follow directions by teachers and other supervising adults.
- take responsibility for your actions.
- demonstrate self control when required.
- work equally hard for yourself and your group to ensure a happy and successful camp.
- have fun.
- encourage and support others.
- feel safe.
- cooperate with your teacher, accompanying adults, centre staff and your fellow students.
- consider the safety of yourself and others.
- create situations that help make the camp a pleasant one.

(B) AS A VISITOR TO THE HBEEC YOU SHOULD:

- show respect for the Centre's property.

- show respect to all Centre staff.
- listen to and follow the rules and procedures of the Centre.
- show respect for the local environment.
- be responsible - you are representing your family and school.

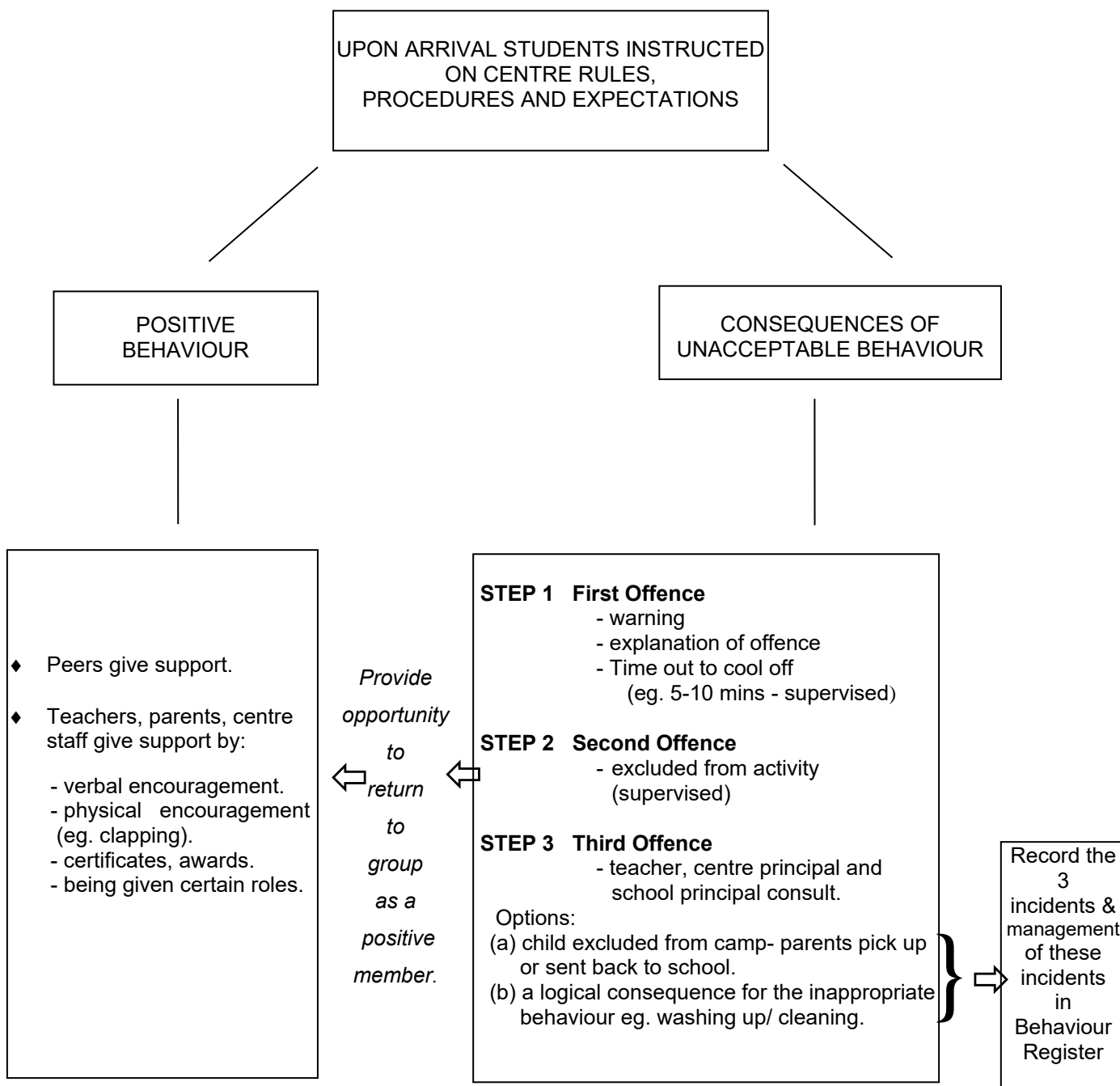
(C) SERIOUS BREACH OF THIS CODE OF BEHAVIOUR WILL RESULT IN THE FOLLOWING PROCEDURE:

- First offence - warning and time out (cooling off period).
- Second offence - excluded from activity.
- Third offence - after consultation with teacher, Centre staff and school principal if in their opinion the student's behaviour is no longer acceptable, they will be sent home, ie. either returned to school or parents asked to collect their son/daughter.

(D) IT IS EXPECTED THAT CAMP LEADERS:

- Have discussed the rules and consequences BEFORE arrival.
- Have informed parents of the consequences of breaches of the Students Code of Conduct policy.
- Have in place a plan for return transport if students are exited from HBEEC ie: who picks them up parents/school??
- Have in serviced all other accompanying adults on HBEEC's Behaviour Management Policy
- Have informed parents that any additional expenses incurred will be the responsibility of the parents.

BEHAVIOUR MANAGEMENT PLAN



BEHAVIOUR REGISTER

(Step 3)

Date: ___ / ___ / ___

School: _____

Student's Name: _____ Year Level _____

Description of Incidents

First Incident: _____

Witnessed By: _____

Second Incident _____

Witnessed By: _____

Third Incident: _____

Witnessed By: _____

Management Of Incidents

First Incident _____

Second Incident _____

Third Incident: _____

Signed:

..... , , Camp Leader
(Name, please print)

..... , , HBEEC Principal
(Name, please print)

..... , , Parent/ Guardian
(Name, please print)

2.12 SWIMMING

Swimming activities are always conducted according to EPPR and CARA guidelines. Seasonal Beach swimming is possible during Non Stinger Season. During Stinger Season swimming is in enclosed council stinger nets. When in operation students are under the supervision of the lifeguard and camp leader. All those swimming must wear minimum protection ie. T-Shirt and shorts over their togs.



2.13 TRANSPORT

Visiting schools are responsible for the duty of care of their students en route to and from the Centre. Ensure a First Aid kit is with the group in transit.

2.14 EMERGENCY EVACUATION PROCEDURES

- ☛ Fire Extinguishers are located in each cabin, the conference room and in the kitchen plus a fire blanket.
- ☛ Fire and Bomb Threat - Each Centre has emergency alarm and evacuation procedures. (Plans in cabins, kitchen and administration.)
- ☛ The alarm may be raised by anyone (ie. adult) who recognises the need for evacuation.
- ☛ Students are to be made aware of the escape routes displayed in cabins.

2.15 SUPERVISION

All Centre & visiting staff have a duty of care for all students at all times whilst at the Centre. Regulations under the Education Act legally require schools to provide adequate supervision of children's activities.

Our policy aims to ensure that students are properly supervised during all activities especially at times other than formal instruction/supervised sessions. At all times there is a requirement for at least two adults to be on site.

The primary purpose of supervision is to ensure safety of all.

2.16 PRINCIPLES AND GUIDELINES

- Ensure all students are within sight/directly supervised.
- The Centre Staff should be kept informed of the all situations requiring First Aid or administration of medication.
- The Centre Staff should be kept informed of the movements of all students and adults in and out of the Centre.
- The procedures & rules outlined for activities should be carried out as directed/recommended.
- The CARA's for HBEEC activities can be found at [Risk Assessment Documents](#).