

Mary Cairncross Scenic Reserve at Maleny, Maroochy Bushland Botanic Garden at Tanawha and Maroochy Wetlands Sanctuary at Bli Bli are the three key bushland reserves which form the Centres for Conservation, Learning and Partnerships (CCLP) network.

### **CCLP Mission Statement**

The three CCLP Reserves are committed to the conservation and enhancement of the natural habitat of each reserve, and to the provision of a valued community resource for education, research, recreation and enjoyment. Each of these Reserves provides a diverse range of educational opportunities for students.

Information contained in this document is designed to assist teachers and supervisors when planning their visit to one of the three Centres for Conservation, Learning and Partnership so that students will undertake their studies in a safe environment.

**We trust you will enjoy your visit to our Centres.**



***Pandorea jasminoides* (Bower of Beauty)**

<b>ACTIVITY DESCRIPTION</b>				
<b>TEACHERS/ SCHOOL GROUP LEADERS</b>				
<b>CLASS GROUP</b>				<b>NUMBER OF STUDENTS</b>
<b>START DATE:</b>		<b>FINISH DATE:</b>		<b>SUPERVISION RATIO</b>
Task Breakdown	Description of Risk	Primary Control Measures	Response Strategy	Responsibility
<b>Pre-planning</b>	<b>Working with Children</b>	All volunteer guides are required to have a current blue card for Child related employment	All volunteer guides hold current Working with Children checks; numbers recorded in volunteer guide register	All volunteers and staff
		Volunteer guide qualifications to deliver guided walk	All volunteer guides have undertaken guide training within the relevant reserve and/or have additional long-term experience in the delivery of guided walks for visitors	Volunteer guides
		Adequate number of volunteer guides available to deliver guided walk	Teacher to complete and provide relevant paperwork prior to arrival	Teacher and school/ Guide Coordinator
		Personal privacy requirements for guides and students must be acknowledged	A request must be made at the time of booking for students to record interviews and photograph volunteer guides; use of such photos and interviews must be restricted to relevant activity reports	Teacher and school
			Students must not be photographed unless a site visit permission authority has been signed by parents	Teacher/ guides and staff
		Students with pre-existing medical conditions must bring medications particularly for asthma, severe allergy etc.	Family and teacher to provide information on pre-existing medical conditions and medication prior to arrival	Family/ teacher and school
		Students requiring mobility devices or assistance dogs are permitted to use these in the reserve	Teachers should provide information on students who require wheelchair access or access for assistance dogs during their visit at the time of booking a visit	Teacher and school
		Students are advised that appropriate protective equipment and clothing must be worn during the visit	Students must wear a hat, sunscreen, closed footwear Long sleeved shirts and long pants are recommended but optional. During extreme heat events students must carry their own drinking water.	Family/ teacher and school

Task Breakdown	Description of Risk	Primary Control Measures	Response Strategy	Responsibility
		Mobile phone contacts	Teachers should provide mobile phone numbers for all teachers and supervising adults to the guide coordinator prior to the commencement of the activity.	Teachers and other supervising adults
<b>Transportation</b>	<b>Car/Bus accident</b>	Licensed drivers	Hiring of reputable/professional bus companies and drivers only	Bus Providers
		Safe vehicles		
		Use of designated set down and pick up areas		
		Students, teachers and supervising adults to use footpaths and road verge to access the activity site	Student supervision when walking on footpaths & road verge in the reserve	Teachers and other supervising adults
<b>Site Preparation Work</b>	<b>Undertaking activities in a public place, coastal or bushland reserve</b>	Conduct a site specific risk assessment to identify any public safety hazards prior to commencement of activities	Volunteer guides will identify, assess and discuss any risks or hazards prior the commencement of the walk. Provide information on risks/hazards and risk/ hazard reduction strategies to students and teachers prior to the commencement of the walk.	Volunteer guide coordinator/ council staff
		Establish appropriate warnings around the worksite if a hazard is identified	Install appropriate warning signs	Council staff
		Hazard & risk identification during activity	Assess the situation and stop the activities immediately if necessary Volunteer guides to advise Council staff of any risks or hazards identified during the walk	Volunteer guides / teachers and supervising adults to make the decision to cease activities and/or evacuate the site
			If a major safety hazard is identified students may need to be moved to evacuation point.	
		Ensure that site is left safe, clean and tidy	Food packaging, wrapping and plastic bottles to be carried back to meeting point and placed in the bins provided or removed from the reserve	Teachers/supervising adults

Task Breakdown	Description of Risk	Primary Control Measures	Response Strategy	Responsibility
<b>Site Based Safety Considerations</b>	<b>Outdoors Activities, Bushwalking, Bushland survey and research</b>	All activity leaders to ensure the activities are carried out in a safe environment	Postpone or cancel activities during days of very extreme or unsuitable weather conditions e.g. gale force winds, heavy rain, hail or flooding risk	Guide coordinator and teachers
		Pre-start briefing to ensure all supervising teachers, adults and volunteer guides are fully aware of the scope of activities and specific hazards	Pre start risk assessment by Volunteer Guides Provide information on risks/hazards and risk/ hazard reduction strategies to students and teachers prior to the commencement of the walk. Ongoing hazard assessment during visit	Volunteer guides / teachers/supervising adults
		A teacher/supervising adult will be with each group at all times while activities are being carried out	School to arrange prior to arrival on site	Teachers/supervising adults
		Primary students or students with disabilities may be paired with a "buddy"	Teachers to undertake a roll call prior to the commencement of the walk	
		Equipment is safe for the purpose for which it is provided	School to ensure all students wear suitable protective clothing and have personal drinking water containers prior to leaving school; wet weather clothing may be required	
		Wear suitable protective clothes, hat and closed shoes and if required wet weather clothing	School to ensure all students have any PPE required for the activity (clothing, shoes, hats, protective glasses etc.)	
		Use of appropriate Personal Protective Equipment (clothing, shoes, hat, glasses, etc.)		
		First Aid available	Volunteer guides to maintain up- to- date first aid and CPR certification	
	<b>Working near water</b>	Maintain safe distances from water bodies	Students are to be supervised at all times when working near water	Volunteer Guides/ teachers/supervising adults
	<b>Effects of weather, sunburn, strong winds, rain</b>	If students do not have appropriate clothing they may not be allowed to participate in the activities	School to ensure all students wear appropriate PPE (clothing, shoes, hats, wet weather clothing etc.) and have drinking water containers prior to leaving school	Teachers/supervising adults
		Students must carry their own drinking water particularly during extreme heat events		

Task Breakdown	Description of Risk	Primary Control Measures	Response Strategy	Responsibility
		Sun block should be available for students prior to going on site	School to provide sun block and ensure use by students	School/teacher
		Wet weather contingency plan for all activities, shelter and enclosed areas available if students are wet/cold	<p>If advised of a potential rain event, school to ensure students have appropriate wet weather clothing prior to leaving school and ensure that this is worn during the visit</p> <p>Ongoing assessment during visit</p> <p>Use of Education Centre</p> <p>Students requiring the use of mobility devices may not be able to safely access tracks in some reserves during wet weather due to track conditions</p>	Guide coordinator/ volunteer guides/ teacher/supervising adults
	<b>Allergies; Allergic reaction to plants or substances</b>	In the case of a known allergy, student to carry EpiPen	If anaphylaxis is possible, student to carry an EpiPen with them at all times	Student / teachers/ supervising adults
		Mobile phone contact for teacher and family member	Teacher to carry the primary/mobile emergency phone number for family member	Parent/teacher
		In the case of known potential for Anaphylactic reactions – immediate call to Triple 000	<p>Call 000 immediately after use of EpiPen</p> <p>Advise teacher and Council staff person if on site</p> <p>Volunteer guide to complete an incident report</p>	Volunteer guides/ teachers/ supervising adult
		Enforce safety procedures in regard to potential hazardous plants and substances to all teachers/ volunteer guides/ supervising adults during visit	Remove the hazardous plants or substances if safe to do so	Volunteer guides/teachers/ supervising adults
	<b>Risk of Injury; stings and bites</b>	Pre-start briefing to ensure all supervising teachers, adults and volunteer guides are fully aware of the scope of activities & specific hazards prior to activity commencement	<p>Insect repellent may be provided prior to the commencement of the activity. Teacher or supervising adult to assist student with relief medication, creams etc.</p> <p>Volunteer Guides to carry a First Aid kit</p>	Volunteer guides/ teachers/ supervising adults/student

Task Breakdown	Description of Risk	Primary Control Measures	Response Strategy	Responsibility
		Identify measures taken to reduce these risks	If a major hazard arises during the activity students may need to be moved away from the site or to the evacuation point	Volunteer guides / teachers/supervising adults to make the decision to evacuate the site
		Incidental hazard occurrence during visit	If a major injury occurs the volunteer guide should complete an incident report	
	<b>Injury; cuts, grazes etc.</b>	Each group to access to a first aid kit	Volunteer Guides to carry a First Aid kit	Volunteer guides/ teachers/supervising adults
		Mobile phone contact for first Aid Officers	If a major injury occurs the volunteer guide should complete an incident report	
		Enforce safety procedures, appropriate clothing and appropriate use of tools and equipment		
	<b>Emergency Evacuation</b>	Volunteer guides are advised of the current emergency procedures for the reserve	In the case of an emergency volunteer guides, teachers and supervising adults to guide students to the emergency evacuation point	Volunteer guides / teachers/supervising adults to make the decision to evacuate the site
		All school group members to be aware of the emergency evacuation point at the time of the site induction	Volunteer guides to provide information on the emergency evacuation point at the time of the site induction	
		All school group members to be advised of fire procedures for the education centre and emergency procedures within the reserve	Volunteer guides to provide information on the emergency procedures at the time of the site induction	
		All teachers and supervising adults to have mobile phones	Mobile phone numbers to be provided to the guide coordinator at the time of booking	
	<b>Missing student(s)</b>	Students are advised not to leave the site without prior permission – during site induction process	Teachers required to do a roll check prior to the commencement of the site induction  All teachers and supervising adults are responsible for and required to supervise students at all times	Teacher/supervising adults/volunteer guides

Task Breakdown	Description of Risk	Primary Control Measures	Response Strategy	Responsibility
		If rotating activities teachers and/or supervising adults are required to do a roll call prior to and at the end of each activity	Commence immediate search for missing student Advise school and council officer if the student is not located  Raise alarm with emergency services if necessary	Teacher/supervising adults
	<b>Inappropriate Student Behaviour</b>	Appropriate adult supervision from teachers and supervising adults	Code of Conduct announced at the beginning of the activity	Teachers/ Supervising adults/ students
		General housekeeping information to students during the reserve introduction presentation	Volunteer guides to notify teachers of any behavior issues Teacher responsible for managing the situation	
	<b>Uninvited Guests</b>	All participants to wear name badge and/or school uniform	Volunteer guides, teachers and supervising adults to manage the situation	Volunteer guides / teachers/ supervising adults
		All volunteer guides to wear their name badge at all times		Volunteer guides

**PRIVACY** - Council will use any personal information provided for the purpose of health and safety activities only. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's Privacy Policy, available on Council's website.