



Waste & Recycling School Education Program Excursion Safety Checklist

As the health and safety of your students is of the utmost concern, please read the following Safety Checklist, sign the form and return via fax to us on (07) 4190 4984 or email

smriti.pandey@frasercoast.qld.gov.au ,

at least **ONE DAY** prior to your excursion. Please use this checklist in your excursion planning and preparation.

- The **school is responsible for the students' safety and behaviour** when they take part in the Materials Recovery Facility and Education Centre excursion. Please refer to your schools' excursion policies and procedures to protect, you, the parents, and the students whilst conducting activities outside of your school grounds.
- Please note recommended **parent/student ratios** whilst preparing and conducting your excursion – Level 1 and Level 2 required ratio 1:5, and Level 3 and Level 4 safe ratio is 1:8.
- **Safety** - We have strict health and safety procedures in place for the tour. Our facility is an operating business and will not cease for the duration of the tour. It is very important that students are briefed on **appropriate behaviour** prior to the excursion, and made aware of their **responsibility to listen carefully and follow instructions** from the Education Facilitator conducting the tour.
- **Parking** – No parking is allowed on site or directly in front of the site. Please advise transport provider to drop off at personnel gate then park up the street.
- **Protective Clothing** - all teachers, parents and students participating in the excursion will need to wear enclosed footwear. If someone is not wearing enclosed footwear, he/she will not be allowed to enter the premises.
- **Ear Protection** – Although it is a very short walk to the Education Centre room, any students, teachers or adults with sensitive hearing will be provided with earplugs.
- **Toilets** - there are toilet facilities available on site.
- **Water** - we recommend that participants bring an adequate supply of water for the excursion.
- **First Aid** - please ensure that you bring along a First Aid Kit for your excursion.
- **Special Needs** – unfortunately at this point in time the education centre is not accessible for wheelchairs. All participants must be able to negotiate stairs.
- **Mobile Phones** - Mobile phones are allowed but we request they be turned off or switched to silent.
- **Cameras** - Photographs are not permitted inside the education centre unless approved by the education facilitator.
- **Media Requirements** – Fraser Coast Regional Council Corporate Communications & Media team may attend for the purpose of taking photographs or film footage for promotional purposes. Please advise if any teacher, parent or student is unable to have their photo taken/be filmed.

We have read the above checklist and understand our responsibilities for health and safety during the excursion.

Teacher Name:

Signature:

School:

Excursion Date:

Contact Person- Smriti Pandey (Education/Project Officer, Fraser Coast Regional Council)

Contact Number: 0448974457

Email: smriti.pandey@frasercoast.qld.gov.au