



## **Safety Guidelines and Risk Management**

**Workshop:** Coastal Workshop for Kingston Schools

**Location:** Kingstone Foreshore – Various Locations (Chelsea Yacht Club)

### **Workshop Content:**

- Indigenous connection to country
- Regeneration of coastal area.
- Sand Sort Activity
- Flora and Fauna of the local area
- The impacts of Climate Change

### **Program Brief:**

The workshop is focused around how important it is to look after our coastal environments and the value of these places for marine conservation. There are a series of activities that the students rotate through including planting and weeding at various locations with Council crew, learning about indigenous culture with Living Culture and sifting through marine debris in sand tubs.

### **Safety Brief**

All students will be given safety messages at the start of the program. The main points can include:

- Stay with your group unless directed otherwise.
- Wear suitable shoes and weather appropriate clothing. Long sleeves/pants recommended.
- Be sun smart where necessary (it is up to the school to provide sunscreen)
- Walk safely along the paths at all times
- Don't touch anything unless advised safe to do so
- Follow all instructions from Kingston Council for planting/weeding

*\*\*Please note that all OH and S required for this session is handled by City of Kingston Council*

### **Manageable Risks**

#### Slips, trips and falls

Students will be asked to walk at all times. The risk of falling is low but there are a couple of low log fences to be aware of. Students must have appropriate footwear, no sandals or thongs. When inside the Town Hall, bags should be stored where they don't pose a tripping hazard

### Cuts, Bites and Stings

There are mosquitoes, bull ants and snakes in the park. Students will be advised to watch where they are walking. It is recommended that they wear long pants and sleeves and it is essential that they wear closed toed shoes. Insect repellent and stingoes will be available. Ambassadors will be reminded to take care where they put their hands when planting and weeding. Gloves will be available.

### Sunsmart

It is expected that school staff will advise wearing sunscreen and hats as per school policy. Sunscreen will be available to reapply.

### Hydration and Breaks

Students should bring water bottle and stay hydrated throughout the day. Students will be able to access their school bag at all times.

### Water safety

Students will not be entering the water for any of the activities. However, teachers can choose to allow students to paddle under their own supervision.

### Traffic control

School staff will be responsible for the management of traffic at all times. DRI staff will support when instructed to do so by school staff. The car park will be managed to fit all vehicles and so has low level traffic movement.

### Significant medical issues

School staff should notify DRI of any medical issues which may be relevant to a student's/teacher's participation in the activity. School staff will be responsible for the participant's management with the support of DRI staff if required, in accordance with school policy.

### Lost Child

Each group of Ambassadors will be accompanied by one responsible adult at all times.

### Inappropriate behaviour

DRI staff in conjunction with school staff will be responsible for the appropriate behaviour of all participants. DRI staff upholds the right to stop the activity if inappropriate behaviour is posing a risk to the group, individual or staff. Behaviour of a racist, sexual, abusive or violent nature towards staff or students will not be tolerated and may result in removal of the student or cancellation of the activity.

### First Aid

School staff will have primary responsibility for ensuring they have a first aid kit available for their students. DRI staff will support when needed. DRI will always have at least one staff member with first aid qualifications.

### Threats posed by members of the public

If members of the public or other groups impose, abuse or interrupt the session DRI staff will divert to another location and take action (call police) where necessary. School staff will facilitate toileting as per school policy.

### Fire or extreme weather

In the event of a 'Code Red' fire warning for the region DRI staff will contact school staff before the event to discuss risks and cancel if deemed appropriate. School policy may dictate this.

## **Child Safety**

The staff at Dolphin Research Institute (DRI) provide a range of educational activities for primary and secondary school students. We are committed to providing a safe environment for all students during these activities. To ensure the safety of students attending our activities DRI maintains the following.

- DRI is committed to and compliant with both the current Victorian Child Safe Standards and new Child Safety Standards from July 2022.
- We support and respect all children, as well as their teachers and volunteers.
- We are committed to the safety and participation of all children.
- Our Student Ambassador program is designed to provide a range of activities that promote participation and empowerment of the student ambassadors.
- The Education Manager is responsible for ensuring that staff are suitably trained for all activities.
- The Education Manager is responsible for establishing clear expectations and appropriate behaviour for all DRI staff when working with students.
- If DRI staff have any concerns about a student, they will raise the matter with the class teacher or the Education Manager who will then discuss with the class teacher.
- DRI staff brief students and teachers/volunteers about the possible dangers and hazards of the activity they are undertaking.
- DRI staff are always accompanied by teachers or adults from the school designated with the responsibility of looking after the students.
- DRI staff do not work alone with individual students.
- All DRI staff working with students have either a current VIT registration or a current Working with Children Check. Copies of these documents are held by DRI's Education Manager.

## **Emergency procedure**

In the event of an emergency, the school will coordinate any first aid or evacuation response with the support of Dolphin Research Institute program staff. It is the responsibility of the school to provide all medical equipment, documentation and staff training in accordance with school policy.

In the event of fire or building evacuation all students will be escorted to the main car park north of the centre, and a head check completed by school staff. An alternate evacuation meeting point is the car park to the South of the centre.

## **Emergency details**

- There is good emergency vehicle access to all locations during the program.
- Mobile phone coverage is reliable at all program locations.
- Sandringham Hospital is 15 minutes away