



# Blackwood Special Schools Outdoor Education Centre Inc.

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 Australian Business No:- 72 406 523 558



## BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. SAFETY BRIEFING

**Note:** Group Leaders responsible for booking Week-end & Holiday Visits are responsible for ensuring everyone in their Group are aware of the following Safety Briefing.

### 1. DRINKING WATER

- It is safe to drink the water in Blackwood
- All taps provide clean drinking water
- Please use water wisely - especially when showering.
- Limit showers to 3 minutes per person

### 2. SLEEPING ACCOMMODATION

- Do not jump on the beds
- Do not tamper with Fire Extinguishers
- Do not tamper with Power Points
- Do not tamper with Smoke Detectors
- All Smoke Detectors are Hard Wired - if one is alarmed they will all sound
- Notify Blackwood Staff if anything is faulty within the building

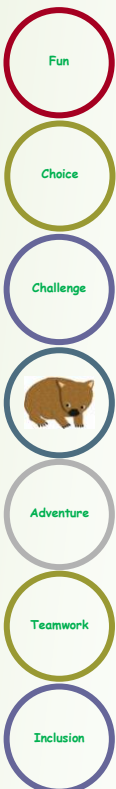
### 3. CLEANLINESS

- During your stay the cleanliness of the building is your responsibility
- A vacuum can be found in the storage room
  - The School & The Residence Accommodation Sites ONLY
- Brooms & Mops can be found in the storage room or hung up outside the building
- Please leave the building as you would like to find it
- Before leaving please wipe down all dining room tables and place dining room bench seats upside down on top of the tables




### 4. IDENTIFY THE MAIN BUILDINGS AT THE CAMP AND IDENTIFY THOSE AREAS THAT ARE OUT OF BOUNDS OR DANGER ZONES

Workshops	Sheds	Beyond the Boundary Fence
Campfires	Yabby Dam	Activity Areas








- You can only access the Campfires with a Responsible Adult
- Children must be under full adult supervision **AT ALL TIMES**





## 5. CARE OF THE ENVIRONMENT

-  No littering at any time while staying at Blackwood Special Schools Outdoor Education Centre Inc.
-  Protect all flora & fauna with the Lerderderg & Wombat State Forests
-  Stay on the tracks when moving throughout the Camp, the Town & the Forest


## 6. IDENTIFY LOCATION OF EMERGENCY PHONE

 The School Accommodation Site	 At the Back of the Dining Room
	 In the Staff Bedroom or designated First Aid Room
 The Residence Accommodation Site	 In the Front Storage Room
 The Tent Shelter Accommodation Site	 On the 1 <sup>st</sup> Aid Cupboard - Eastern Wall of Tent Shelter





## 7. DEFINE CAR PARKING AREAS

-  All Vehicles must be reversed into the car park ready to exit the property in case of an Emergency
-  Keep off the Grass





## 8. IDENTIFY LOCATION OF EMERGENCY RESPONSE SHEETS AND ACTION

-  Highlight Emergency Assembly Area
-  Identify location of Emergency Sheets & Fire Extinguishers
-  Highlight location of Water Meter, Electrical Cupboard (& Key) and Gas Bottles (& Key)






## 9. SELF CATERING GROUPS

-  Responsible for cleaning & maintaining a hygienic kitchen
-  Responsible for cleaning & maintaining a hygienic building
-  BYO cleaning products
-  **MUST NOT LEAVE ANY FOOD ON THE PREMISES ON DEPARTURE**

## 10. HAZARDS

-  Steps
-  Uneven ground surrounding the Accommodation Site
-  Fences
-  Borders

## 11. CHILDREN OUTSIDE

-  **ALL OUTSIDE TIME MUST BE SUPERVISED BY RESPONSIBLE ADULTS**
-  Children can only access the Playgrounds & sand pit under strict Adult Supervision
-  Reinforce out of Bounds Areas
-  If a ball goes out of bounds children **MUST** let an adult know
-  An Adult will retrieve any ball from an out of bounds area

**A destination for exploration**

Fun

Choice


Challenge











Adventure

Teamwork

Inclusion

## 12. GROUP LEADER(S)

 GROUP LEADERS MUST FAMILIARISE THEMSELVES & THEIR GROUP WITH:-

 Location of Emergency Plan and contents thereof.	 Sun Smart Policy.
 Provide details of injury, accident or illness.	 Out of hours Blackwood Staff contact.
 <b>Care:- NO CHILDREN UNDER 6 TO ACCESS TOP BUNKS.</b>	 Care:- Sleepwalkers, Bed Wetters.
 Confirm user group responsibility for 1 <sup>st</sup> Aid.	 Group leaders responsible for Children at all times.
 Group Leader <b>MUST</b> Monitor any ill people within their Group.	 Maintain clean, safe & hygienic practices at all times when handling food during your visit.

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