
Safety Information for Visitors to Coffs Harbour Education Campus

This document is background information to assist teachers and other visitors making Risk Assessment Plans for a school or organisation's excursion to Coffs Harbour Education Campus (CHEC).

In developing this document, CHEC consulted with the NSW Department of Education and Communities (DEC) (School Excursion Policy). Teachers and other visitors making risk assessments as part of school and other excursion planning should be aware that CHEC cannot make the assessment for you. You must make your own risk assessment based on the information provided. To assist, we have included a Safety and Venue Information table.

Contact: Facilities Manager, Coffs Harbour Education Campus
Phone: 02 6659 3072
Fax: 02 6659 3071
Email: derek.klenk2@tafensw.edu.au

Evacuation Plans for the following main venues at CHEC are attached as Appendix A.

- D Theatre
- O Theatre
- Cafeteria

Safety and Venue Information

Date: 15 May 2014

Hazard Assessment Team: Steve Laidley (Manager – Administration, CHEC)
Dianne Marshall (Director, Coffs Harbour Senior College)
Warren Sheargold (Chair, Work Health Safety Committee)

Hazard Location: Coffs Harbour Education Campus

Hazard Identification:

Safety at CHEC during school excursions and other visitations may include, but not be limited to:

- Walking through CHEC grounds – managing the gradient of the site, the many stairs, the potential to lose children within the large grounds and the possibility of heat stress and sun exposure on hot days.
- Contact with CHEC plants – possibility of unlikely exposure to bites, disease and allergies.
- Immersion in entry lakes and water features/fountains.
- Traffic hazards – risks of managing the car park and bus stop upon entry to CHEC.
- Incidents requiring Emergency Evacuation or Lockdown.
- Medicinal Emergencies.
- Child Protection.

It should be noted that there have been no major safety issues involving school students or other visitors at CHEC in the past 17 years. Individual minor medical issues have been addressed efficiently in accordance with the CHEC First Aid policy.

Helpful Venue Information

Child Protection

- All staff are compliant with Working with Children requirements.

First Aid

- The Campus provides First Aid facilities, such as First Aid rooms and First Aid Kits, in accordance with the requirements of *Safe Work Australia's "First Aid in the Work Place" Code of Practice 2012*.

Coffs Harbour Education Campus has a First Aid Committee and trained First Aid Officers to assist in health and safety emergencies. The Campus Security staff are also trained in First Aid emergencies.

Contact details for First Aid Officers can be found on the Emergency Management signage that is located throughout the campus.

Or you may call:

- **Switch Board** 02 6659 3000 or Extension 9 from any internal phone
- **Security** 02 6659 3091 or Extension 3091 or 1800 004 357

- The First Aid room is located on the lower ground floor of Block F (F.LG.3).
- First Aid Kits are located in each work area of the campus which is identified on the Emergency Management signage that is located throughout the campus. Contact details for First Aid Officers can also be found on this signage. The locations are:

Location	Kit	Included Epi Pen	Comments
A.1.29	Portable Kit		
A.G.29	Wall Mounted	2	Mail Room
A.G.13	Wall Mounted		
A.G.04	Wall Mounted	2	Security
A.G.02	Wall Mounted		
C.1.2	Portable Kit		
C.1.2	Wall Mounted	1	Assistant Director, Senior College
E.1.10	Wall Mounted		
O.G.41	Portable Kit		
O.1.46	Wall Mounted	2 x Junior and 1 x Adult	Children's Services
O.1.19	Wall Mounted		
I.G.05	Wall Mounted		
I.G.11	Wall Mounted	1	I Block Kitchen
I.G.07	Wall Mounted		
I.LG.01	Portable Kit		
K.G.12	Wall Mounted		

J.G.02	Portable Kit		
S.G.26	Wall Mounted		
S.G.05	Wall Mounted	1	Automotive Store
N.G.01	Portable Kit		
D.G.03	Wall Mounted		
F.01.09	Wall Mounted	1	Counselling & Student Support
G.G.08	Wall Mounted		
G2.G.01	Wall Mounted		
H.G.02`	Portable Kit		
H.G.08	Portable Kit		
P.G.01	Portable Kit	2 for Excursions	Staff Office
P.G.13	Wall Mounted		
P.LG.02	Wall Mounted		
P.LG.12	Wall Mounted		
Q.G.26	Portable Kit		
F.G.06	Wall Mounted		
Q.LG.12	Wall Mounted		
F.LG.3	Wall Mounted		
T Block (Student Sport Centre)	Portable Kit		
Coffee Shop	Portable Kit		
M Block Student Services	Portable Kit		
C Block International Office	Wall Mounted		

Ventolin

- Students and other visitors are encouraged to bring their own asthma medication to campus. For emergencies, Ventolin is available for self-administration. Ventolin is available for emergency self-administration purposes only in First Aid Kits located in the Library (E.1.10), Administration Mail Room (A.G.26), Offices C.1.2 and O.1.15 and Science Labs H2 and H8. An inhaler that has been used must either be kept by the user or disposed of.

Anaphylactic Shock – Epi Pens

- Visiting schools should have developed an individual health plan for each student. Parents of students that have been identified as being at risk of Anaphylactic Shock are encouraged to provide the student with his/her own Epi Pen for self-administration. Senior College staff and First Aid Officers at Coffs Harbour Education Campus are trained in the administration of an Epi Pen. For emergencies, Epi Pens are also included in the First Aid Kits located in the following areas:

Location	First Aid Kit Location	Number Epi Pens	Comments
Assistant Director – Senior College	C.1.2	1	
A Block Administration – Mail Room	A.G.29	2	Includes spare Epi Pen
Security Office	A.G.4	2	Includes spare Epi Pen
Counselling & Student Support	F.1.09	1	
Primary Industries	P.G.1	1	
Primary Industries (Portable)	P.LG.12	2	Needed for excursions
Children’s Services	O.1.46	2	Junior (includes spare Epi Pen)
Children’s Services	O.1.46	1	
Tourism and Hospitality	I.G.11	1	
Automotive	S.G.05	1	

Wheelchair

- A Wheelchair is located in the Security Office in A.G.4.

Ambulance

- Coffs Harbour Education Campus First Aid and Security Officers have been instructed to call an Ambulance whenever there is any doubt as to the continued well-being of a student or other visitor.

Ongoing Supervision and Monitoring

- Ongoing supervision of staff and students following First Aid Treatment will be the responsibility of the visiting school or organisation.

Security

- Coffs Harbour Education Campus contracts a private Security company to monitor the security of its premises, equipment, staff, students and visitors. Uniformed Security Officers are on duty at all times during hours of operation. Security Officers are tasked with assisting in the management of all disciplinary, health and safety, emergency management and other policies of the campus.
- All visitors to the campus must comply with a direction from a Security Officer.

Emergency Management Plan

- Coffs Harbour Education Campus has in place a comprehensive Emergency Management Plan which includes Evacuation and Lockdown procedures. Regular simulations and reviews of this Emergency Management Plan are conducted.

In An Emergency Call:

Name	Number	Extension	Mobile
Switch Board	0266 59 3000	9	0427 001 913
Campus Emergency Coordinator	0266 593072	3072	0428 882 615
Security	0266 593091	3091	1800 004 357

Risk Calculator (circle selection)						
Possible Consequences	Catastrophe	Disaster	Very Serious	Serious	Important	Noticeable
Exposure	Very Rare	Rare	Infrequent	Occasional	Frequent	Continuous
Probability	Almost Certain	Quite Possible	Unusual, but Possible	Remotely Possible	Conceivable	Practically Impossible
Risk Score	Very High Risk	High Risk	Substantial Risk	Moderate Risk	Risk Perhaps Acceptable	
Risk Rating (8-500)	22					

Suggested Risk Reduction Control Measures

Some suggested risk control measures are identified below:

REMEMBER: It is YOUR RISK ASSESSMENT and you should not limit it to these suggested control measures.

Walking Through the CHEC Grounds

- Ensure the students are aware and prepared for walking through a large site.
- Ensure students wear appropriate footwear.
- Teachers should follow recommended supervision ratios of 1:5 for Stage 1-2 and 1:10 for Stage 3-6.
- Teachers/supervising adults should implement effective supervision strategies, e.g. name badges, mobile contact number displayed on students, utilising CHEC staff in case of emergency, regular roll calls and emergency meeting points.
- Ensure students are provided with adequate sun protection.
- Teachers to be aware of undercover areas in case of hot weather.
- First Aid Officers are on duty at all times at CHEC.
- Security Officers are on duty at all times at CHEC.
- CHEC complies with all access requirements for disabled students.

Traffic Hazards

- Traffic speed limit of 5km/hr for all vehicles within the car park.
- Car park is randomly monitored by Security Officers.
- Designated and marked walkways to CHEC entrance.
- Passenger drop off areas are mixed traffic areas.

Availability of Medication

- Ensure students bring self-medication.

Emergency Management

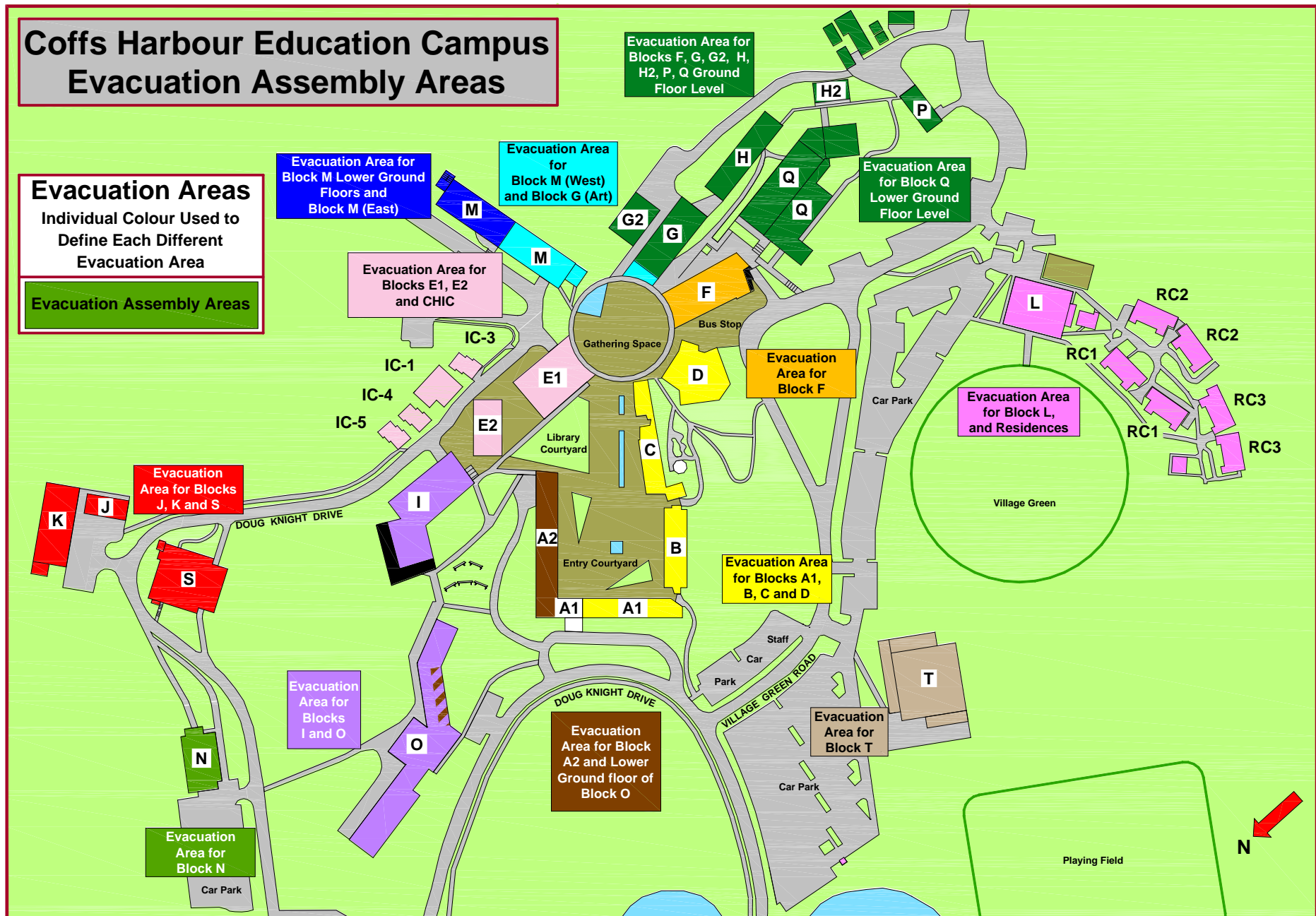
- Visiting supervisory staff should familiarise themselves with Campus Emergency Procedures, evacuation points and location of First Aid facilities.
- Visiting supervising staff should orientate visiting student groups with Campus Emergency Procedures for each venue being visited.

Coffs Harbour Education Campus Evacuation Assembly Areas

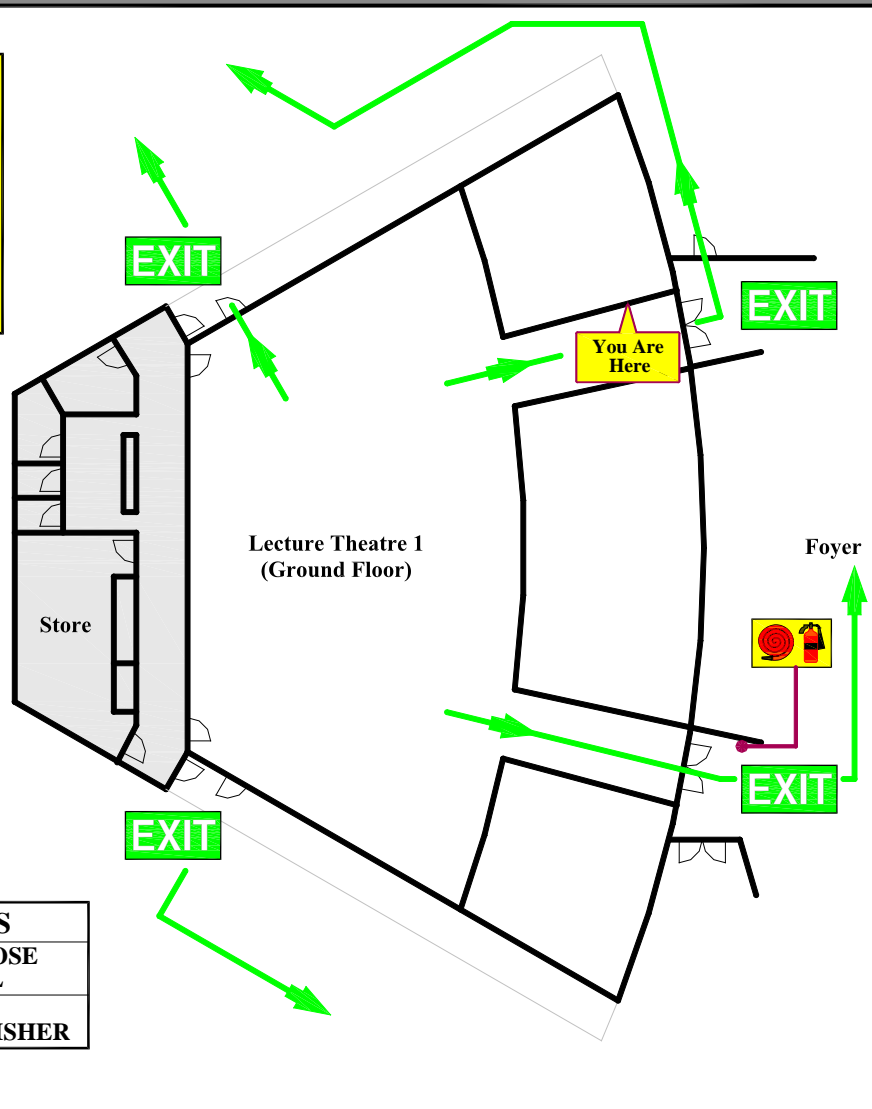
Evacuation Areas



Individual Colour Used to Define Each Different Evacuation Area

Evacuation Assembly Areas



On being advised to evacuate, proceed to the **YELLOW** assembly area (see map on right) if it is safe to do so



SYMBOLS	
	FIRE HOSE REEL
	FIRE EXTINGUISHER

EXIT EVACUATION

Remain Calm

Follow the directions of staff

Do not use lifts or re-enter building until advised by warden

Unless otherwise instructed, do not collect personal belongings from lockers or lecture rooms

Proceed to nearest safe assembly area

If attending a class, stay with your group and answer a roll call at the assembly area

EMERGENCY 

DAY
Inform nearest member of staff or,
Ring the switchboard (Dial 9) or,
Ring security (1800 004 357 - free call on public phone) or,
Send a message to the Administration Building

NIGHT
Inform the nearest member of staff or,
Ring emergency service/s (Dial 000)
If internal phone (Dial 0-000) or,
Ring security (1800 004 357 - free call on public phone)

**24 Hour
Emergency Phone**

1800 004 357
Free call on public phones

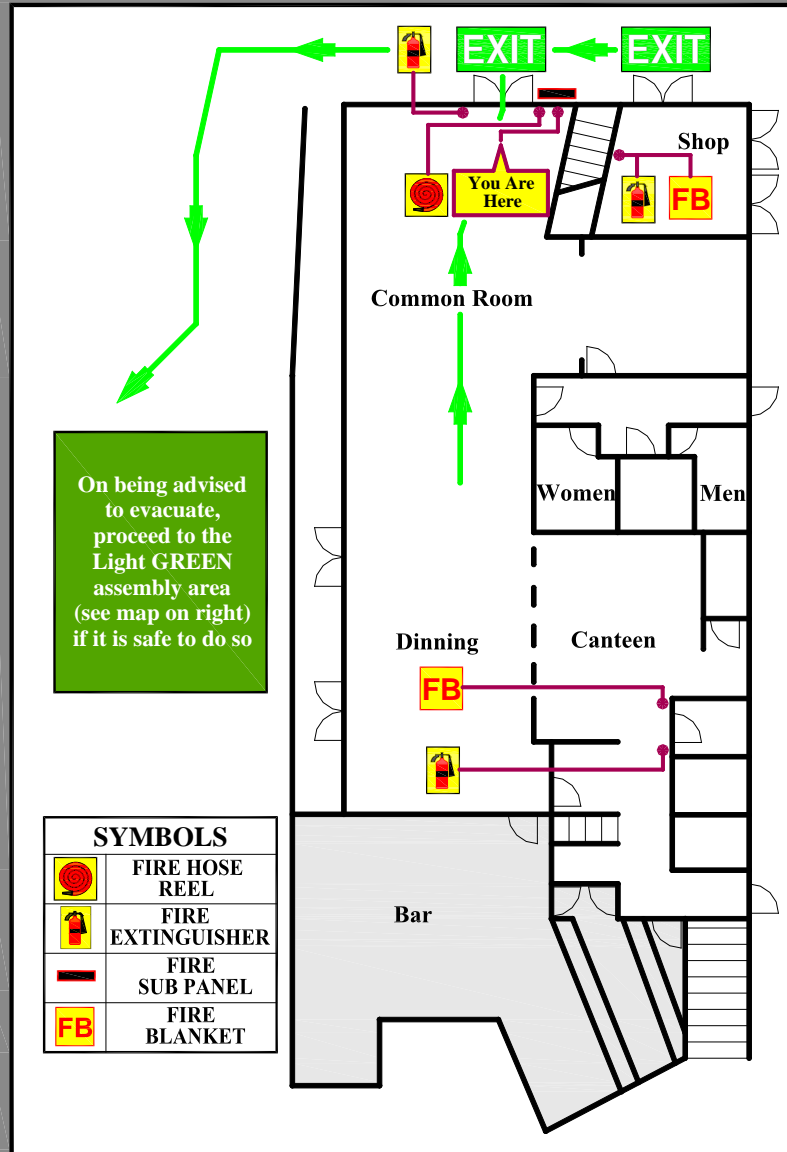
SITE Coffs Harbour Education Campus		
BUILDING D	FLOOR Lecture	AREA
DRAWN 04/09/06	VERSION Issue 3	ID. Chec-D-Fg-LT3

This diagram not drawn to scale

EMERGENCY INFORMATION CARD

Coffs Harbour
Education Campus

Block F
Ground Floor



On being advised to evacuate, proceed to the Light GREEN assembly area (see map on right) if it is safe to do so

SYMBOLS	
	FIRE HOSE REEL
	FIRE EXTINGUISHER
	FIRE SUB PANEL
	FIRE BLANKET

EXIT EVACUATION

Remain Calm

Follow the directions of staff

Do not use lifts or re-enter building until advised by warden

Unless otherwise instructed, do not collect personal belongings from lockers or lecture rooms

Proceed to nearest safe assembly area

If attending a class, stay with your group and answer a roll call at the assembly area

EMERGENCY




DAY
Inform nearest member of staff or, Ring the switchboard (Dial 9) or, Ring security (1800 004 357 - free call on public phone) or, Send a message to the Administration Building

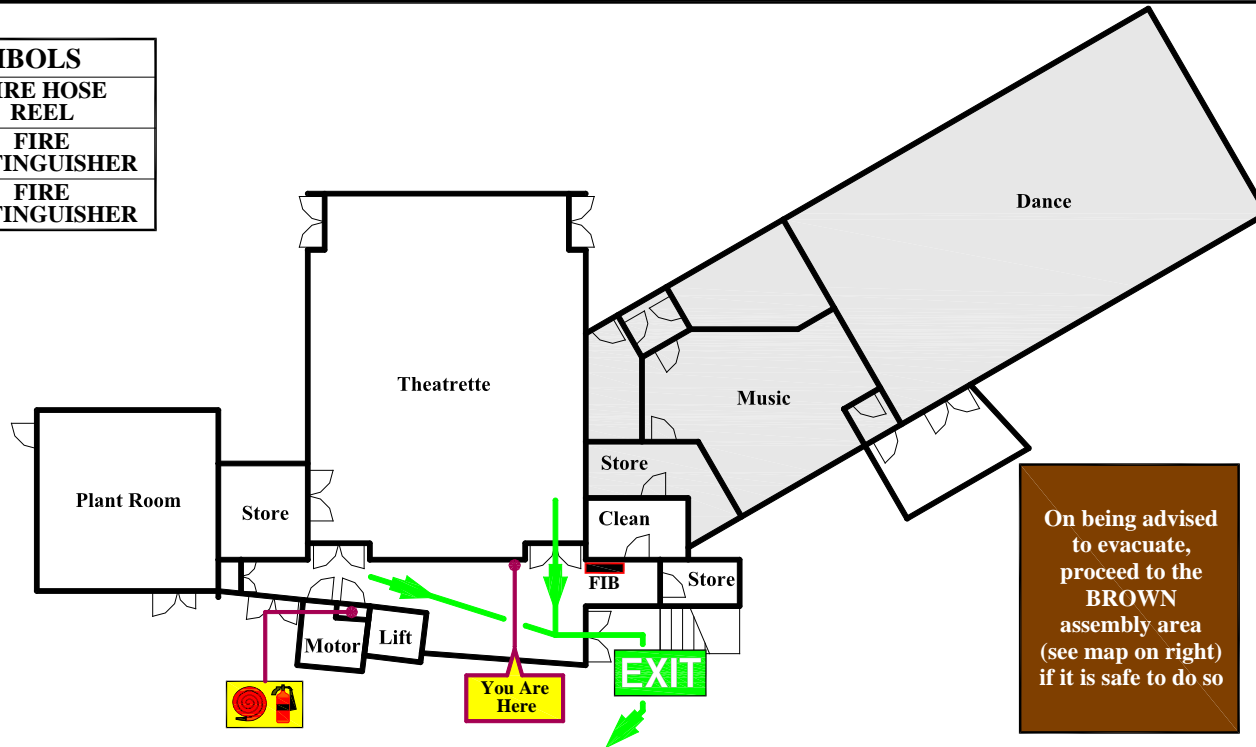
NIGHT
Inform the nearest member of staff or, Ring emergency service/s (Dial 000) If internal phone (Dial 0-000) or, Ring security (1800 004 357 - free call on public phone)

**24 Hour
Emergency Phone**
1800 004 357
Free call on public phones

SITE Coffs Harbour Education Campus			
BUILDING	F	FLOOR	Ground
DRAWN	04/09/06	VERSION	Issue 3
ID.	Chec-F-Fg-1		

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SYMBOLS	
	FIRE HOSE REEL
	FIRE EXTINGUISHER
	FIRE EXTINGUISHER



EXIT

EVACUATION

Remain Calm

Follow the directions of staff

Do not use lifts or re-enter building until advised by warden

Unless otherwise instructed, do not collect personal belongings from lockers or lecture rooms

Proceed to nearest safe assembly area

If attending a class, stay with your group and answer a roll call at the assembly area

24 Hour Emergency Phone

1800 004 357
Free call on public phones

SITE Coffs Harbour Education Campus		
BUILDING O	FLOOR Low Ground	AREA
DRAWN 04/09/06	VERSION Issue 3	ID. Chec-O-Flg-1

This diagram not drawn to scale

EMERGENCY



DAY

Inform nearest member of staff or,
Ring the switchboard (Dial 9) or,
Ring security (1800 004 357 - free call on public phone) or,
Send a message to the Administration Building

NIGHT

Inform the nearest member of staff or,
Ring emergency service/s (Dial 000)
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