


# Edithvale-Seafood Wetland Education Centre

## Venue and Safety Information

- Read and pass on the below information to all attending teachers and adult students.
- Ensure all visitors wear weather appropriate clothing for wetland walks.
- Return a signed copy of the attached form upon arrival.

<b>Site clothing and safety</b>	<p>All visitors to the ESWEC must wear the following essential clothing for walks to the bird viewing platform:</p> <ul style="list-style-type: none"> <li>• Flat, enclosed footwear.</li> <li>• Sandals or thongs are not appropriate and shoes with heels are not recommended.</li> </ul> <p>Visitors should also bring:</p> <ul style="list-style-type: none"> <li>• Clothing appropriate to protect against weather including sunscreen, hat and raincoat or rain jacket (as required).</li> <li>• First Aid Kit.</li> </ul>
<b>Extreme Weather</b>	<p>ESWEC tours will be cancelled on "Total Fire Ban", "Extreme" and "Catastrophic" Fire Danger Ratings, as well as weather exceeding 35 degrees Celsius.</p> <p>If the EPA website declares a day of poor, very poor or extremely poor air quality then all ESWEC visits will be cancelled.</p>
<b>Teacher supervision</b>	<p>Melbourne Water Educators will conduct activities with teachers present.</p> <ul style="list-style-type: none"> <li>• Teachers to always supervise students.</li> <li>• Any accompanying adults must have adequate authority and experience to supervise students under their care.</li> </ul> <p><i>Activities will cease immediately if student behaviour or supervision are not appropriate.</i></p>
<b>Accessibility</b>	<p>Tours of the ESWEC are suitable for those with a walking disability (i.e. requiring a wheelchair, walking frame or similar aid).</p>
<b>Emergencies</b>	<p>In an emergency, visitors should adhere to the instructions given by Melbourne Water staff.</p>
<b>Public liability cover</b>	<p>Melbourne Water has the appropriate public liability cover.</p>
<b>Medical Support</b>	<p>At Melbourne Water your safety is paramount. If you have injured yourself at our sites, we are committed to support you in your recovery. Please speak with our staff for more information.</p>
<b>Child Related Employment</b>	<p>All Melbourne Water Educators have a valid Working with Children Check.</p>

<p><b>Contact details</b></p> 	<p>Organisation: Melbourne Water                  Street address: 278 Edithvale Road, Chelsea Heights, VIC</p> <p>Phone number: 13 17 22 and ask to be connected to the Water Literacy Team                  email address: <a href="mailto:education@melbournewater.com.au">education@melbournewater.com.au</a></p>
---	--

Potential Risks & Hazards	Responsibility	Control Strategies
Bushfires	Melbourne Water Staff	<ul style="list-style-type: none"> <li>• People will not be put in high risk environments during “Extreme” and “Catastrophic” weather days.</li> <li>• Visits will be cancelled in the event of an “Extreme” or “Catastrophic” fire danger rating or a total fire ban weather forecast.</li> <li>• Emergency evacuation plans will be implemented.</li> </ul>
Avian Influenza	Melbourne Water Staff	<ul style="list-style-type: none"> <li>• Safety induction advice - avoid contact with wild birds or wildlife and maintain good hand hygiene</li> </ul>
Covid Safety	All visitors	<ul style="list-style-type: none"> <li>• Visitors must maintain COVID safe practices.</li> <li>• <a href="https://www.health.vic.gov.au/pandemic-order-register">Everyone is to adhere to the Stay Safe Directions (Victoria) currently in force Pandemic Order Register   health.vic.gov.au</a></li> <li>• No-one is to visit when unwell. You must stay at home if diagnosed with COVID-19</li> <li>• Practise good hygiene - sanitise hands frequently, cover your mouth when coughing, avoid touching your eyes, nose and mouth.</li> <li>• If visitors don’t comply with these conditions then they will be asked to leave to ensure the safety of all.</li> </ul>
Injuries caused by road accidents	Teachers / Accompanying adults	<ul style="list-style-type: none"> <li>• Licensed and competent bus driver.</li> <li>• Buses must park in the bus parking area.</li> <li>• Teachers must supervise students at all times.</li> </ul>
Injuries caused by tripping, bites and falls	Teachers / Accompanying adults	<ul style="list-style-type: none"> <li>• Use designated walking paths.</li> <li>• No running.</li> <li>• Visitors requested to wear flat, enclosed shoes.</li> </ul>
Missing students	Melbourne Water Staff	<ul style="list-style-type: none"> <li>• Visitor Sign-in Sheet, with details of group numbers, is to be signed on arrival by a school representative.</li> </ul>
	Teachers / Accompanying adults	<ul style="list-style-type: none"> <li>• Headcount on arrival and departure by teachers.</li> </ul>

Potential Risks & Hazards	Responsibility	Control Strategies
Site evacuation	Melbourne Water staff	<ul style="list-style-type: none"> <li>Safety briefing by Melbourne Water staff to inform visitors of site emergency plan.</li> <li>Visitor limits of 35 people/inside group apply.</li> </ul>
Use of activity materials, including scissors, glue and paper	Melbourne Water staff	<ul style="list-style-type: none"> <li>Provide instructions to students of safe handling of any tools and materials required.</li> </ul>
Injuries caused by road accidents	Melbourne water staff	<ul style="list-style-type: none"> <li>Brief teachers about walking only on footpath and safety procedure.</li> <li>No main roads will be crossed.</li> </ul>
	Teachers / Accompanying adults	<ul style="list-style-type: none"> <li>Teachers must supervise students at all times during the walking tour, with adults situated at the front and back of the group while walking.</li> <li>All visitors must wear flat, enclosed shoes.</li> <li>Use footpaths at a walking pace only.</li> </ul>
Exposure to sun, wind and rain	Teachers / Accompanying adults	<ul style="list-style-type: none"> <li>Application of sunscreen and the wearing of hats and/or raincoats are recommended.</li> <li>Walking tour may be cancelled during inclement weather.</li> </ul>

## ESWEC Weather Safety Guide

Weather event	Measure	Action
<b>Heat</b>	30° - 35° C	Drink plenty of fluids to keep hydrated. If the temperature exceeds your comfort level then the remainder of the Education Session will be cancelled.
	35° C+ <i>(Check BoM before visiting the ESWEC)</i>	Education Session will be cancelled.
<b>Fire danger</b>	Extreme and Catastrophic rating <i>(Check Vic Emergency App. or BoM forecast before visiting the ESWEC)</i>	Education Session will be cancelled.

**This form needs to be signed by all supervising teachers/group leaders and individuals over 18 years, prior to commencing sessions at ESWEC**

*I will be supervising the group from \_\_\_\_\_  
(school/organisation) during the visit to the Edithvale-Seaford Wetland Education Centre on  
\_\_/\_\_/\_\_\_\_ (date).*

*I acknowledge that I have read, understood and agree to the conditions of entry. I will be held responsible for the actions and safety of the associated parties.*

No.	Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			