

Edithvale-Seafood Wetland Education Centre (ESWEC)

Venue and Safety Information

Please complete the following important actions in preparation for your visit:

- Read and pass on the below information to all attending teachers and students.
- Ensure all visitors wear flat enclosed shoes and long pants for wetland walks.
- Return a signed copy of the attached form upon arrival for your tour.

Site clothing and safety	<p>All visitors to the Edithvale-Seafood Wetland Education Centre must wear the following essential clothing for walks to the bird viewing platform:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Long pants / trousers. <input type="checkbox"/> Flat, enclosed footwear. Sandals or thongs are not appropriate and shoes with heels are not recommended. <p>ESWEC is closed on days with a Severe, Extreme and Code Red Fire Danger Rating as well as weather exceeding 35^o C</p> <p>Visitors should also bring:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clothing appropriate to protect against weather including sunscreen, hat and raincoat or rain jacket (as required). <input type="checkbox"/> First Aid Kit.
Student supervision	<p>Melbourne Water Education Officers will conduct activities with teachers present.</p> <ul style="list-style-type: none"> • Teachers are expected to supervise their students at all times. • Any accompanying adults must have adequate authority and experience to supervise students under their care. • Recommended student to adult ratio is one adult per 8 students. <p>Activities will cease immediately if student behaviour or supervision are not appropriate.</p>
Accessibility	<p>The Edithvale-Seafood Wetland Education Centre is suitable for those with a walking disability (i.e. requiring a wheelchair, walking frame or similar aid).</p>
Emergencies	<p>In an emergency, visitors should adhere to the instructions given by designated fire wardens (identified by yellow hard hats and high visibility vests).</p>
Public liability cover	<p>Melbourne Water has the appropriate public liability cover.</p>
Child Related Employment	<p>Melbourne Water Education Officers have a current WWC or VIT card.</p>
Contact details	<p>Organisation: Melbourne Water</p> <p>Mailing address: PO Box 4342, Melbourne, VIC 3001</p> <p>Phone numbers: Education team: 8734 4264 or 13 17 22 and ask to be connected to the Tours Program</p> <p>Web address : https://www.melbournewater.com.au/community-and-education/visit-water-and-sewerage-plants-or-sites/edithvale-seafood-centre</p>
ESWEC Address	<p>Street address: 278 Edithvale Road Chelsea Heights, VIC</p>

ESWEC - Venue and Safety Information (schools)

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
General	Bushfires	Melbourne Water Staff	<ul style="list-style-type: none"> • People will not be put in high risk environments during "Extreme" and "Code Red" weather days. • Visits will be cancelled in the event of a total fire ban day or extreme weather forecast. • Emergency evacuation plans will be implemented.
Arrival and Departure	Injuries caused by road accidents	Teachers / Accompanying adults	<ul style="list-style-type: none"> • Licensed and competent bus driver. • Buses must park in the bus parking area. • Teachers must supervise students at all times.
	Injuries caused by tripping, bites and falls	Teachers / Accompanying adults	<ul style="list-style-type: none"> • Use designated walking paths at a walking pace only. • No running. • Visitors requested to wear flat, enclosed shoes.
	Missing students	Melbourne Water Staff	<ul style="list-style-type: none"> • Visitor Book, with details of group numbers, time of arrival and departure, is to be signed on arrival by a school representative.
Teachers / Accompanying adults		<ul style="list-style-type: none"> • Headcount on arrival and departure by teachers. 	
Education Centre tour and activities	Site evacuation	Melbourne Water staff	<ul style="list-style-type: none"> • Safety briefing by Melbourne Water staff to inform visitors of site emergency plan. • Visitor limits of 35 people apply.
	Use of activity materials, including scissors, glue and paper	Melbourne Water staff	<ul style="list-style-type: none"> • Only allow access to appropriate tools and materials, as needed for specific activity. • Provide instructions to students of safe handling of any materials required.
Viewing Platform Walking Tour	Injuries caused by road accidents	Melbourne water staff	<ul style="list-style-type: none"> • Brief teachers about walking route and safety procedure.
		Teachers / Accompanying adults	<ul style="list-style-type: none"> • Teachers must supervise students at all times during the walking tour, with adults situated at the front and back of the group while walking. • All visitors must wear flat, enclosed shoes, and long pants. • Use designated walking paths at a walking pace only. • No running.
	Injuries caused by climbing, tripping, bites and falls	Melbourne water staff	<ul style="list-style-type: none"> • Safety briefing by Melbourne Water staff at the start of each activity. • Adherence to instructions from Melbourne Water staff.
Teachers / Accompanying adults		<ul style="list-style-type: none"> • All visitors must wear flat, enclosed shoes, and long pants. • Use designated walking paths at a walking pace only. • No running. 	

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
	Exposure to sun, wind and rain	Teachers / Accompanying adults	<ul style="list-style-type: none"> Application of sunscreen and the wearing of hats and/or raincoats are recommended. Walking tour may be cancelled during inclement weather.

This form needs to be signed by all supervising teachers/group leaders prior to commencing sessions at the 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 above conditions of entry. I will be held responsible for the actions and safety of the associated parties.

No.	Name	Signature	Date
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ESWEC Weather Safety Guide

Weather event	Measure	Action
Heat	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.
Fire danger	Severe, Extreme and Code Red rating <i>(Check CFA site before visiting the ESWEC)</i>	Education Session will be cancelled.