

Edithvale-Seaford 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-Seaford 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>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.
Fire safety and Air Quality	<p>ESWEC is closed on days with a Severe, Extreme and Code Red Fire Danger Rating as well as weather exceeding 35° C</p> <p>If the EPA website declares a day of poor, very poor or hazardous air quality then all ESWEC visits will be cancelled.</p>
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-Seaford 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>
Medical Support	<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>
Child Related Employment	<p>Melbourne Water Education Officers have a current WWC or VIT card.</p>
Contact details	<p>Organisation: Melbourne Water Street address: 278 Edithvale Road, Chelsea Heights, VIC View map of the Centre on Google</p> <p>Phone number: 13 17 22 and ask to be connected to the Education Team Web address: https://www.melbournewater.com.au/community-and-education/visit-water-and-sewerage-plants-or-sites/edithvale-seaford-centre</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 "Severe" "Extreme" and "Code Red" weather days. • Visits will be cancelled in the event of a "Severe" "Extreme" "Code Red" or total fire ban weather forecast. • Emergency evacuation plans will be implemented.
	Covid Safe behaviours	All visitors	<ul style="list-style-type: none"> • Everyone is to adhere to the Stay Safe Directions (Victoria) currently in force (dhhs.vic.gov.au/victorias-restriction-levels-covid-19). • Visitors must observe Melbourne Water's COVIDSafe Plan. Each group/organisation must have their own COVIDSafe Plan. • All visitors must attempt to maintain a distance of at least 1.5 m from all other visitors. • Visitors (12 years and older) are recommended to wear face masks when physical distancing cannot be maintained. • No-one is to visit when unwell. You must stay at home if diagnosed with COVID-19 or are a close contact of a known case. • Soap or hand sanitiser and masks must be provided by all visitors. • Personal hygiene is a top priority - sanitise hands frequently, cover your mouth when coughing, avoid touching your eyes, nose and mouth. • <u>All visitors to the Centre must sanitise their hands on entry.</u> • All adult visitors to the ESWEC will be recorded using a QR code system.
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. 	

Activity	Potential Risks & Hazards	Responsibility	Control Strategies
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.
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. 	

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+ (Check BoM before visiting the ESWEC)	Education Session will be cancelled.
Fire danger	Severe, Extreme and Code Red rating (Check CFA site before visiting the ESWEC)	Education Session will be cancelled.

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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