

REdiscovery Hub Excursion Safety Checklist

As your Health and Safety is of the utmost importance to us, please read this Safety Checklist, sign the form and return via email to ReDiscoveryHub.Swanbank@envirocom.com.au no later than 10 days prior to your excursion.



- When school groups are visiting the centre, the **school is responsible for the students' safety and behaviour** when they take part in the REdiscovery Hub excursion. **This includes ensuring that all requirements of the coach company's COVID-19 Safe Plan are followed.** Please also refer to your school's excursion policies and procedures to protect you, the parents, and the students whilst conducting activities outside of your school grounds.
- Please note we have strict health and safety procedures in place for the tour. Our facility is an operating business and will not cease for the duration of the tour. A REMONDIS representative will be on the bus as a guide during the tour portion of the program, however the bus will be driven by the coach company. It is very important that all visitors are briefed on **appropriate behaviour** prior to the excursion and made aware of their **responsibility to listen carefully and follow instructions** from any staff conducting the tour. This will mean that visitors will remain on the bus while in the operating area at all times, unless otherwise instructed by the REMONDIS representative.
- **Protective clothing** – All students, teachers, and parents participating in the excursion will need to wear enclosed footwear and suitable clothing.
- **Sun protection** – We recommend that all students, teachers, and parents come prepared with adequate sun protection such as sunscreen and hats.
- **Toilets** – There are toilet facilities available on site.
- **Water** – We recommend that participants bring an adequate supply of water for the excursion.
- **First Aid** – Please ensure that you bring along a First Aid Kit for your excursion and that either a parent or teacher holds a First Aid Certificate.
- **Special needs** – Please advise us if you have any person/s with special needs participating in the excursion so that we can make appropriate arrangements. Unfortunately, the coaches utilised are not wheelchair accessible.
- **Hazards** – Visitors will need to report to REMONDIS representatives any hazards and incident/illness that occurs while on site.

I have read the above checklist and understand my responsibilities for Health and Safety during the excursion.

Name

Signature

Organisation

Excursion Date

[> Submit form](#)