Our first priority is to make your visit safe, comfortable and enjoyable.

The information below is provided to assist risk assessment planning for an excursion to a Sydney Water treatment plant. It identifies potential risks and critical controls.

Our sites are dynamic industrial environments. While we’ve taken care to identify the possible risks, site conditions can change. It’s important to follow the directions of the Education Officer on the day.

Everyone has a role to play in managing safety. Teachers are expected to actively supervise students and model safe behavior. Students are expected to demonstrate calm, safe behavior and be respectful to each other and the environment.

<table>
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<th>Risks and hazards</th>
<th>Controls - Sydney Water</th>
<th>Controls – Visiting group</th>
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| Lack of appropriate supervision of tour participants | • Sydney Water Education Officer to tour participant ratio of 1:30. Teacher employed by the school to student ratio of 1:30.  
• Teacher and Sydney Water Education Officer to stay with the group at all times. No participants left alone.  
• Stop tour if participants are demonstrating unsafe behaviour such as pushing, shoving and leaning on/sitting on handrails.  
• Sydney Water Education Officer uses a portable speaker during the tour to ensure all instructions are heard clearly. | • Sydney Water Education Officer to tour participant ratio of 1:30. Teacher employed by the school to student ratio of 1:30.  
• Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.  
• Use designated pathways and walkways wherever possible. |
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<th>Excursion risks and controls</th>
<th>Site visit to a treatment plant</th>
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**Emergency requiring evacuation, eg fire**
- Sydney Water Education Officer to lead tour participants to the emergency evacuation assembly point.
- Follow directions of operational site staff.
- Tour participant record sheet kept with site attendance book.
- Follow directions of Sydney Water Education Officer.
- Head count on arrival at emergency evacuation assembly point.
- Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.
- Provide full participant list to Sydney Water Education Officer on arrival to site.

**Exposure to sun, wind and rain**
- Recommend participants wear sun protective clothing, sunscreen, sunglasses and hats.
- Walking tour may be cancelled during too hot or wet weather.
- Participants wear **enclosed, flat shoes**, sun protective clothing, sunscreen, sunglasses and hats.

**Falling into water**
- Stop tour if participants are demonstrating unsafe behaviour such as pushing, shoving and leaning on/sitting on handrails.
- Sydney Water Education Officer uses a portable speaker during the tour to ensure all instructions are heard clearly.
- Use designated tour pathway.
- Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.
- Use designated pathways and walkways.

**Injury from moving mechanical equipment**
- Provide safety induction at start of excursion.
- Use designated tour pathway.
- Stop tour if participants are demonstrating unsafe behaviour such as pushing, shoving and leaning on/sitting on handrails.
- Teachers and/or supervising adults must supervise tour participants at all times. During the tour, adults must be at the front and at the rear of the group.
- Use designated pathways and walkways.

**Bites from snakes/wasps/nesting birds**
- Participants wear enclosed, flat shoes.
- Provide safety induction at start of excursion.
- Use designated tour pathway.
- Carry first aid kit on walking tour.
- Participants wear **enclosed, flat shoes**.
- Avoid areas where wildlife may be present, eg long grass, trees that are attracting bees.
- Carry first aid kit on walking tour.
| Traffic movement, including truck and chemical delivery | All participants wear high visibility vests.  
Avoid areas where chemical deliveries are occurring. | Teachers and/or supervising adults must supervise tour participants at all times. During the walking tour, adults must be situated at the front and at the rear of the group.  
Use designated pathways and walkways wherever possible. |
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| Traffic movement, including truck and chemical delivery | All participants wear high visibility vests.  
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Use designated pathways and walkways wherever possible. |
| Slips, trips and falls | Participants wear enclosed, flat shoes.  
Provide safety induction at start of excursion.  
Use designated tour pathway.  
Use handrails provided.  
Alert participants of slip, trip and fall hazards. | Participants wear enclosed, flat shoes.  
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Alert participants of slip, trip and fall hazards. |
| Missing students | Participant list with details of numbers and names of students and supervising adults collected on group’s arrival. | Head count on arrival and departure. |
| Working with laboratory equipment and chemicals | Only allow access to the correct equipment for the task, discarding any damaged or faulty equipment. | Actively supervise participants and encourage safe behaviour.  
Wear gloves and safety glasses to all participants (including supervising adults). Participants wear enclosed, flat shoes. |
| Working with laboratory equipment and chemicals | Provide gloves and safety glasses to all participants (including supervising adults). Participants wear enclosed, flat shoes.  
Provide instruction on the correct use and handling of any equipment. | Actively supervise participants and encourage safe behaviour.  
Wear gloves and safety glasses to all participants (including supervising adults). Participants wear enclosed, flat shoes. |
| Exposure to biological health risks from aerosols or physical contact with wastewater | Recommend participants wear enclosed, flat shoes, long sleeves and long pants to minimise skin contact.  
Direct participants to wash hands and or use hand sanitiser the after walking tour.  
Eating and drinking only allowed inside the Education Centre. | Participants wear enclosed, flat shoes.  
Wash hands before eating and drinking. |