

FEF Incursion Information Pack

Contents:

FEF Foreword and Guiding Questions	1
Incursion and Excursion Costs	2
Risk Assessment	3-5



FEF Staff Information and First Aid

Leader Name	Qualification	Working with Vulnerable People Registration Card Number	WWVP Expiry
Darcy Vickers	Teacher	098984834	09/03/2027
Kate Battishall	Teacher	701993453	15/10/2026
Emily Nash	Teacher	657429999	20/07/2026

First Aid

It is essential that the supervising teacher of each class comes prepared with their own first aid kit and any medications that may be required for students under their supervision (e.g., an EpiPen, asthma treatment).

FEF staff carry a first aid kit at all times and will assist in injury requiring care, on request of the supervising teacher.

All staff have completed first aid training through the Australian Red Cross.

Attained:

HLTAID009 - Provide cardiopulmonary resuscitation

HLTAID010 - Provide basic emergency life support

HLTAID011 - Provide first aid

Statements of Attainment can be provided on request.



Excursions/Incursions and Costs



Primary Experiences	Secondary Experiences
Year 1/2: Forests Alive! (Incursion - Science)	Year 7: Forest Food Webs (Science)
Year 3/4: Ecosystem Explorers (Science)	Year 9: Forest Biomes (Geography)
Year 5/6: Adaptation Adventure (Science)	Year 10: Forest Management (Geography)
Year 5/6: Fire and Forests (Geography)	Year 7-10: Trees on Farms (Agriculture)

The cost of an incursion is \$50-\$75 per class.

The cost of a FEF excursion is \$150 per class.

The cost of your program may vary depending on content, location and other factors that will be discussed on booking. Your school will be invoiced at the end of the month, following your excursion.

School groups using externally hired transport may apply for a \$100 subsidy per bus.

In order to access the transport subsidy you will need to email info@forest-education.com an invoice, as per:

Forest Education Foundation

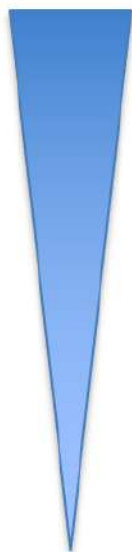
Invoice details:

– *Transport Subsidy \$100*

– *(school name) / (excursion site) (excursion date)*

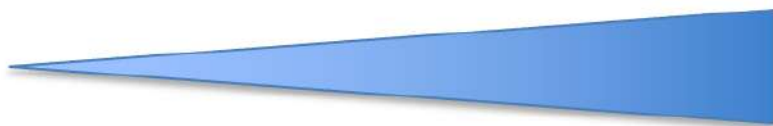


Probability- Likelihood



Very Likely C	C1 Medium	C2 High	C3 Extreme
Likely B	B1 Low	B2 Medium	B3 High
Very Unlikely A	A1 Low	A2 Low	A3 Medium
	Minor 1	Moderate 2	Major 3

Severity - Consequences



Low risk

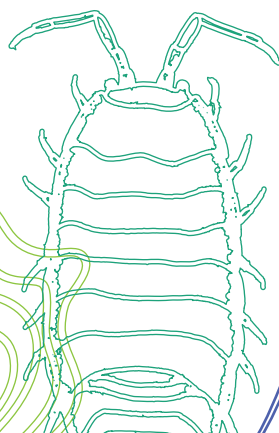
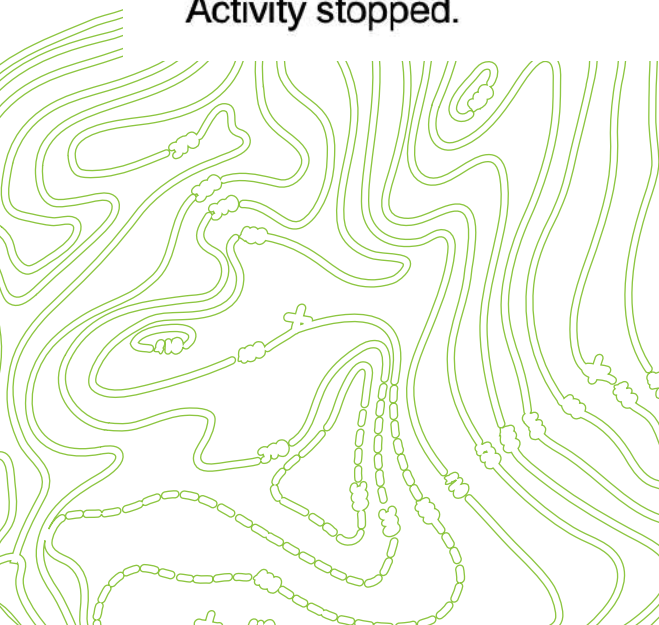
Medium risk

Levels acceptable, given that strategies have been put in place to reduce the risk as much as is reasonably possible.

High risk

Extreme risk

Levels unacceptable, despite all reasonable strategies employed. Activity stopped.



No	Hazard	L	C	R	Control strategy
1	Splinters or small abrasions from wooden materials	B	1	B1	- Students supervised by school and FEF staff at all times - Clear instructions on handling of materials provided - First aid kit available in classroom/school office
2	Bumps or falls during movement activities	C	1	C1	- Students supervised by school and FEF staff at all times - Students instructed when physical space is required for an activity - Clear directions as to movement provided - School first aid procedure followed
3	Injuries from building activities	A	1	A1	- FEF educators to limit building activities to less than shoulder height of students - Building to be constructed on floor where possible - School first aid procedure followed if bumps and incurred
4	Bites/stings from insects brought in on vegetation (and possible allergic reaction)	A	2	A2	- Advise schools prior to incursion of activities included in program and natural materials being brought to site (bark, sticks, leaves, rotting log) - Inform the staff and students of potential bites and sting hazards prior to handling of materials - School to complete confirmation form prior to excursion, providing information on all known allergies - School staff inform FEF of any students with known allergies on arrival to site - FEF staff to maintain awareness of the presence of insects at all times - FEF staff maintain first aid training annually - First aid kit available in classroom/school office
5	Sun Exposure (Sunburn/Dehydration/hyperthermia)	A	1	A1	- Teachers to follow school sun safety procedure - Seek shade where possible to avoid extended exposure - FEF staff to ensure regular breaks if required during program - In cases of extreme heat, programs will be conducted indoors
6	General illness	B	1	A1	Monitor participants – program adjusted as necessary (e.g., teacher to attend and administer first aid)
7	Medical issues due to pre-existing medical condition	B	1	B1	- School to provide list and inform FEF teachers of any students with pre-existing medical conditions that could impact their ability to participate in FEF incursions - School to provide adequate first aid supplies
8	Safeguarding and disclosures	A	2	A2	- Students advised to remain as a group and maintain sight of school staff at all times - FEF staff to refer incidences of personal disclosures to school staff - School staff follow safeguarding procedure
9	Soil and plant pathogens	A	1	A2	- Students directed to wash hands after touching soil/decaying logs - Teachers to provide sanitiser to students if required
10	Transmission of communicable disease	B	2	B2	- Students to wash and sanitise hands as required - Students or staff with COVID-19 symptoms are not to attend - Adhere to government guidelines regarding Covid safe measures

