

LEARN. BELONG. EXPLORE



DOUGLAS SCRUB @ BLEWITT SPRINGS

Location Resource Packs – Everything You Need To Know

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Type
Dorms



Sleeps
110 Indoors



Location
150kms from
Adelaide



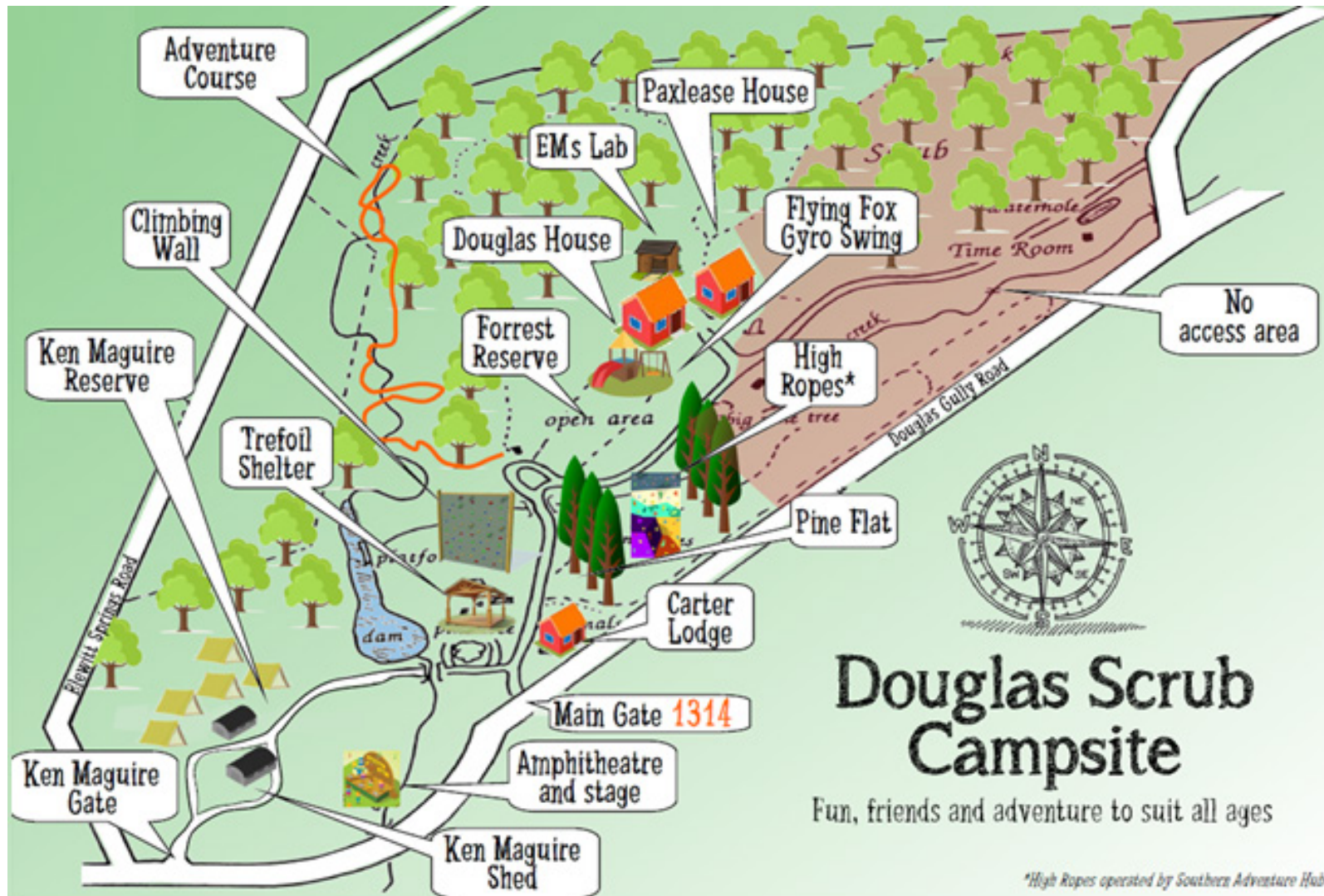
Douglas Scrub @ Blewitt Springs

Douglas Scrub Campsite is in a beautiful bush setting within a gated property. It is 45 minutes from Adelaide, located near McLaren Vale and Willunga. It is close to Aldinga Beach and Port Noarlunga water-based activities.

On-Site Facilities

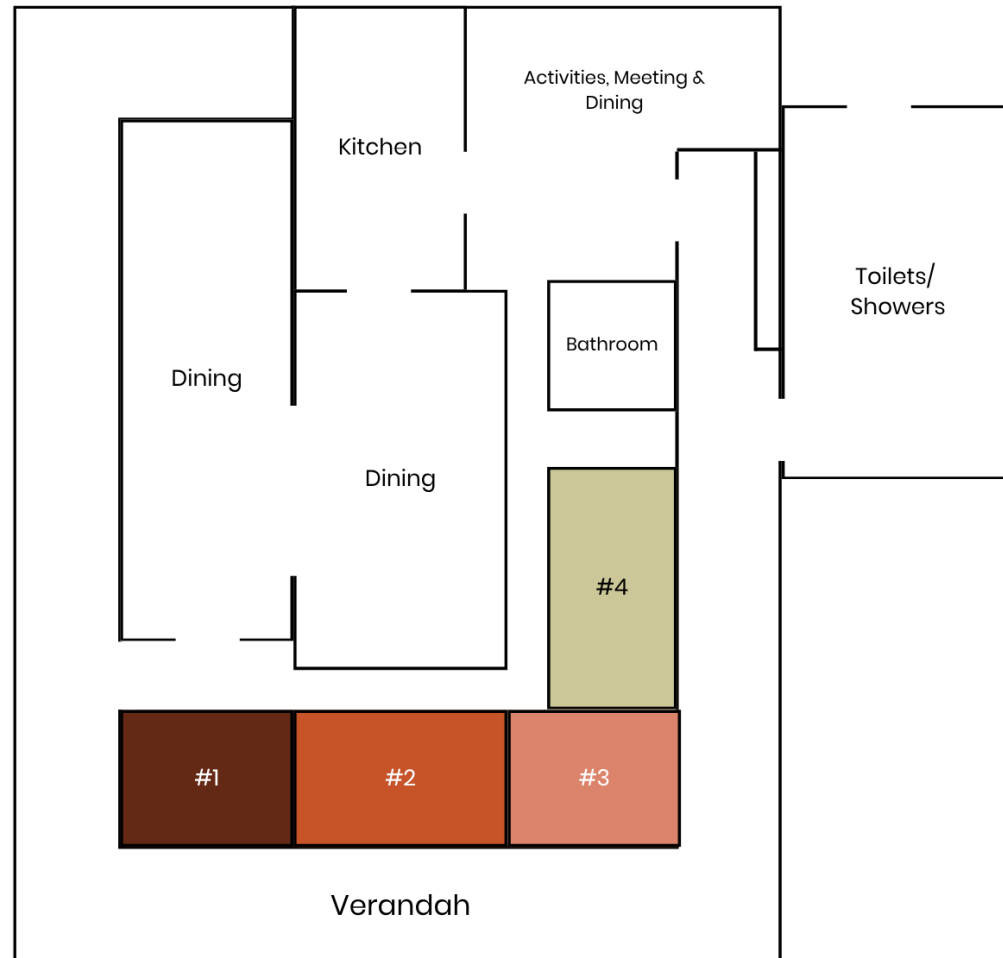
- Kitchen/Dining Area in Douglas House
- Bouldering Wall
- Adventure Course
- Nature Walk

Site Plan



Bed Planner – Douglas House

No.	Name	Bed Types	Total Beds
#1	Bedroom 1	x3 single bunks	-
#2	Bedroom 2	x3 single bunks	-
#3	Bedroom 3	x2 single bunks	-
#4	Bedroom 4	x3 single bunks	-



Camper Accommodation Register

BEDROOM 1			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 2			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 3			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		

BEDROOM 4			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

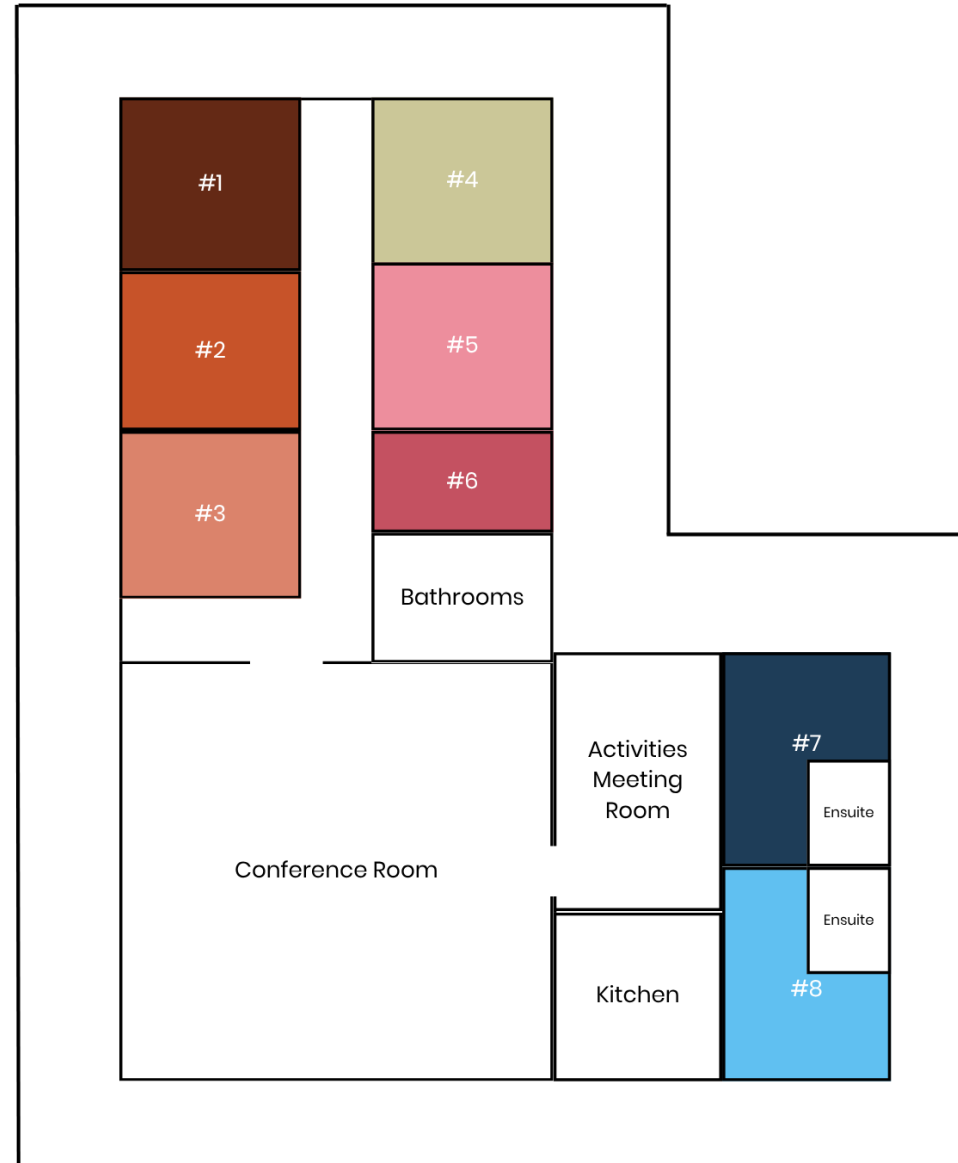
Please list ALL guests (including staff and day visitors) who are attending your camp and the rooms they will be staying in. This list will be used to ensure all guests are accounted for in an emergency. Please give full names and appropriate night codes for each night of stay per camper.

NIGHT CODES

Mo = Monday Th = Thursday
 Tu = Tuesday Fr = Friday
 We = Wednesday

Bed Planner – Paxlease House

No.	Name	Bed Types	Total Beds
#1	Bedroom 1	x3 single bunks	6
#2	Bedroom 2	x3 single bunks	6
#3	Bedroom 3	x3 single bunks	6
#4	Bedroom 4	x3 single bunks	6
#5	Bedroom 5	x3 single bunks	6
#6	Bedroom 6	x2 single bunks	4
#7	Bedroom 7	x3 single bunks	6
#8	Bedroom 8	x3 single bunks	6



Camper Accommodation Register

BEDROOM 1			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 3			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 2			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 4			
Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

NIGHT CODES

Mo = Monday

Tu = Tuesday

We = Wednesday

Th = Thursday

Fr = Friday

Please list ALL guests (including staff and day visitors) who are attending your camp and the rooms they will be staying in. This list will be used to ensure all guests are accounted for in an emergency. Please give full names and appropriate night codes for each night of stay per camper.

BEDROOM 5

Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 6

Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		

BEDROOM 7

Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

BEDROOM 8

Bed No.	Type	Camper Name	Nights
1	SB		
	SB		
2	SB		
	SB		
3	SB		
	SB		

Cleaning Checklist

Items To Complete

- ☐ Ensure all dorms are clear and luggage stacked in “drop off” area.
- ☐ Clean all table tops.
- ☐ Stack tables onto trolleys.
- ☐ Stack chairs.
- ☐ Collect any carpet squares and store in a pile.
- ☐ Sweep the floor.
- ☐ Check all cups and dishes are cleaned and put away.

Packing Lists

What To Pack – Must Haves

Wide brim hat/ sunscreen
 Drink bottle (labelled)
 T-shirts & a couple of long-sleeved shirts, be sun smart
 Comfortable trousers and/or shorts
 Socks and underwear for each day on camp
 Warm jacket or jumper – especially if it is a Winter camp
 Pajamas or tracksuit for sleeping
 Waterproof jacket
 Two pairs of enclosed shoes (one pair for land activities, one pair spare)
 Comfortable shoes for wearing in cabins (eg. Uggies or Crocs)
 Thongs for wearing in showers
 Sleeping bag and bottom sheet
 Pillow
 Personal toiletries (toothbrush, toothpaste, soap)
 Bath towel
 Personal medication (as required)
 Tea-towel (names in a plastic bag)
 Insect Repellent (roll on or pump pack, not aerosol)
 Torch (ideally a head torch)
 2 x plastic bags for dirty or wet clothes/shoes

What To Pack – Aquatic

Extra towel for aquatic activities
 Swimmers and long-sleeved rashie or similar

What To Pack – Optional

Book
 Pack of cards or small games e.g. UNO

IMPORTANT NOTES

- All medications MUST be handed to the assigned teacher, clearly labelled. Medicines must not be packed in bags or suitcase.
- Please clearly label ALL items.
- Food is only to be consumed in designated dining areas. Please do not bring or eat food in cabins, tents, or activity areas.

Campsite Risk Assessment

Hazard Identification	Controls and Management	Assessment
Emergency Management	- Emergency procedures are reviewed with Lead Teacher and Emergency Information is in site folder. - Emergency procedures are explained to all participants during the introduction talk. - The Emergency Assembly Areas are identified with signages and are identified with participants during site walk on day one of camp. - In the event of an emergency the group is checked against participant list at emergency assembly area.	LOW
Injury caused by encounter with wildlife such as snake, bee or ant sting	- Groups are to be briefed that snakes have occasionally been seen around the site and at the nearby beach during warm weather and what to do should they encounter one. - Medical attention is available within 30 minutes. - Participants with severe allergies to bites/stings are clearly identified by the school and appropriate medication/action plan is in place and readily available.	MEDIUM
Slips, trips and falls	- Grounds and buildings are adequately maintained to reduce potential hazards. - There is adequate external lighting at night to walk between buildings. - Spills & breakages will be cleaned up and wiped or mopped up immediately. - Identify and remove any hazards/risks as soon as possible in consultation with Active Education Staff and Campsite Staff.	LOW
Participants injured by vehicles on the campsite	- All vehicles must be parked in designated area near Douglas House and Paxlease House. - Students must always be accompanied by Active Education Staff and School Staff as they move around the property to use various facilities. - There is an interconnected loop road through the property with vehicles occasionally using the road. - Vehicles must be driven at walking pace on the roads around the campsite. - Students will be instructed to walk on the side of the road when moving vehicles are present.	LOW

Campsite Risk Assessment cont...

Hazard Identification	Controls and Management	Assessment
Injury during non-programmed time	- Active Education staff and School Staff provide students with clear details of areas near Douglas House and Paxlease House for supervised free time upon arrival on Day 1 of camp. - School Staff must always provide supervision during non-programmed time. - The play equipment is maintained and inspected and maintained regularly by camp-site.	LOW
Injuries caused by - tables - chairs - hot water urn in Dining & Activity Hall	- Lifting of tables should be done by 2 people per table and make staff/students aware of pinch points when opening legs, and adult supervision is needed when putting tables away on trolley due to risk of tables falling - Chairs are to be stacked no higher than 5 otherwise they can fall over. Stacked chairs are to be moved using a sack trolley where possible with two people. - Hot water units e.g. urns are to be placed in low use areas away from the table edges and out of reach from students to prevent burns	LOW
Issues overnight such as an emergency situation, water or electricity supply, intruder on site etc	- Group Leader is shown emergency procedures by Active Education camp coordinator on Day One. - Emergency procedures are reviewed with Lead Teacher and Emergency Information is in site folder. - Group Leader to contact Campsite Manager in the event of site issues with water, electricity, sewage etc. - School Staff oversee evening activities and supervision. - Catering staff will demonstrate to School Staff the safe procedures for providing supper. - Campfire instructions provided including how to use fire hose. - First aid and medication is the primary responsibility of the Group Leader on camp. - School groups should have a vehicle available for emergency use.	LOW

Campsite Risk Assessment cont...

Hazard Identification	Controls and Management	Assessment
Injury in dorms such as falling from top bunks	• Bunks built to comply with Australian design standards (4220-2010). • Children under six years must not use top bunks. Parents give written consent for 6–8 year-old children to sleep on top bunks. • Expectations for behaviour in dorms are explicitly outlined on Day 1 of camp. Students are not permitted to use dorms as a play space in free time.	LOW
Campfire injuries directly or indirectly (food, sticks, camping utensils).	• Campfires can only occur in designated campfire pit. • Active Education and School Staff brief students on rules and behaviour during campfire activity. • Active Education and School Staff closely monitor student behaviour and safety around campfire. • Active Education and School Staff are shown how to use fire extinguishing equipment provided by the campsite adjacent to the campfire area. • An Active Education Staff or School Staff Member must always be in attendance to monitor the fire. • Active Education Staff and School Staff are shown how to use fire extinguishing equipment provided by the campsite adjacent to the campfire area, and the fire must be fully extinguished at the end of the activity.	LOW

For the full Risk Assessment please contact Active Education at bookings@activeed.com.au

Emergency Management Plan

1. Provide immediate first aid assistance or care prescribed by an individual health support plan and/or isolate any person with an infectious disease.
2. Call 000 and advise emergency services of the closest vehicle entry point.
3. Ensure communication with emergency services is maintained and all relevant information is provided.
4. Send an employee or volunteer to the point where emergency services will enter the location, if it is safe to do so.
5. Collect the attendance list, individual health support plans, parent contact details and this plan.
6. Evacuate all people to the nominated emergency assembly point.
7. Once at the assembly point, check all people are accounted for.
8. Maintain a record of actions and decisions undertaken and timeline of events.
9. Report the emergency/evacuation to the site/service leader by using the agreed form of communication i.e. mobile phone.
10. Site/service leader must:
 - Notify Education Director
 - Report the incident using the department's incident and report management system.
11. Wait for emergency services to arrive or provide further information/instruction.
12. Site/service leader to contact parents.

Emergency Contact Information

Hazard Identification	Contact Details
Site Address	• 216 Douglas Gully Road, Blewit Springs, SA, 5171
Active Education Overnight Contact	• 1st Contact: Overnight Contact - 08 8370 1500 • 2nd Contact: Anthony Bates - 0428 747 545
Emergency Services	• Fire, Police, Ambulance - 000 • Non-Emergency Police - 131 444 • Poisons Information - 13 11 26 • State Emergency Services (SES) - 1300 300 177 or 8207 5000
MEDICAL SERVICES	
McLaren Vale Family Practic	• 08 8323 9266 • 137 Main Road, McLaren Vale, SA, 5171
Noarlunga Hospital	• 08 8384 9222 • Alexander Kelly Drive, Noarlinga Centre, SA, 5168
Womens and Childrens Hospital	• 08 8204 7000 • 72 King Willian Road, North Adelaide, SA, 5006
Royal Adelaide Hospital	• 08 8223 0230 • Port Road, Adelaide, SA, 5000
Flinders Medical Centre	• 08 8203 5511 • 1 Flinders Drive, Bedford Park, SA

THANK YOU

Contact

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