

**Blue Mountains Bus Co. – Risk Assessment (Coach/Bus Trips)
MoT Accreditation Number: 9215**

Name of School/Organisation:		Class/Group:	Number in Class/Group:
Name of Principle/Representative:		Excursion Coordinator:	
Contact Details:		Contact Details:	
Date of Excursion/Trip:		Accompanying staff/care givers:	
Description and location of excursion:			
EXPECTED INTERFACES (Other operations associated with works or in the vicinity)			
MAJOR WORK ACTIVITIES			
Work Activity	Hazards	Risk Score	Mandatory Control Strategies
Boarding and alighting Coach	Slips /Trips/ Falls	1	Hand rails provided/ Non slip steps provided/Teachers and carers to provide supervision at all times

Boarding and alighting Coach	Students Left Behind	1	Supervising staff are to be in possession of an accurate passenger manifest at all times. Regular roll calls to be carried out particularly prior to departing a venue.
Travelling onboard coach	injury from accident	8	Experienced drivers only to drive coaches/buses. Seat belts to be worn at all times. First Aid kits available on board coaches only (if vehicle is equipped).
Travelling onboard coach	Slips/Trips/Falls	1	Students to be seated at all times whilst coach/bus is in motion. Seatbelts to be worn at all times, if vehicle is equipped. Teachers/Carers/Drivers to supervise at all times.
Travelling onboard coach	Motion sickness	2	Supervising staff to advise driver of any students that suffer motion sickness. These students to be seated towards front of coach/bus to allow prompt exit from coach if required.
Travelling onboard coach	Minor accidents (cuts/abrasions)	1	First Aid Kit available for use if required (on coaches only). Schools/Groups are requested to supply their own First Aid Kits and First Aiders if possible. Trained First Aider driving staff can't be guaranteed on every charter.
Travelling onboard coach	Injury from items falling from internal luggage racks.	1	No large or heavy items are to be stowed in internal luggage racks. These items are to be stowed in luggage bins underneath coach/bus.

<p>Special requirements (Group school)</p> <p>Blue Mountains Alpine Region</p>	<p>Low Floor Accessible Buses are available upon request. Schools or groups doing so are required to provide their own special needs carer.</p> <p>Drivers have snow licences.</p>
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Scope Assessment and Approval Details							
Print Name	Signature		Position				
Phil Cashmere			OHS Manager				
Date of Assessment:	Signature		Position				
			Representative				
	Review Date Due:		Approved By:				
Version Number:	Pages						
1	1						
Copyright © 2008 by Blue Mountains Bus Company. All rights reserved. This document is the property of Blue Mountains Bus Company and is not to be distributed, copied, or reproduced in any form without the written permission of Blue Mountains Bus Company.		Contact Reference		All driving staff licensed and accredited under NSW Passenger Transport Act.			
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Botanic Gardens Trust Community Education Unit School Excursions Risk Management Overview

Date revised: January 2010

Risk Management Overview developed by: Community Education Officers – Schools Program in consultation with Janelle Hatherly – Manager Public Programs, Caz McCallum and Rob Smith, Branch Directors at Mount Annan Botanic Garden, Mount Tomah Botanic Garden respectively.

Hazard Location: Royal Botanic Gardens Sydney, Mount Annan Botanic Garden, Mount Tomah Botanic Garden

Activities: School Excursions

Introduction

As with all public spaces there are inherent dangers associated with the natural and urban environment. The Botanic Gardens Trust takes staff, visitor and contractor safety seriously and carries out risk assessment on all Trust activities. The Trust identifies, assesses and quantifies the risk involved in activities carried out on its estates including the school excursion component of the Community Educational Unit. To date, there have been no major safety issues involving school students or teachers at the estates of the Botanic Gardens Trust and minor medical issues have been addressed efficiently in accordance with the Botanic Garden Trust Safe Work Method practices.



Safe Work Method Statements (SWMS)

Staff involved in delivering the activities develop Safe Work Method Statements (SWMS) incorporating safety control measures in order to minimise identified risks. The SWMS developed by the Community Education Unit are site specific and relevant to school excursions. These include *Leading a Group*; *Gardening with Children in Botanic Gardens*, and *Experiencing Plants with the Senses*.

All these activities scored risk ratings of less than 35/100 once identified actions to minimise risks were determined. This value falls within the Trust's 'LOW' risk rating percentile.

It should be noted that all school excursions take place in the presence of qualified Trust educators and accompanying school teachers have 'Duty of Care' for their students. Student ratios for Gardens lessons are in accordance with the DET Excursion Policy ratio: a minimum of 1 teacher for 30 students – primary and secondary throughout the session.

Risk Reduction Control Measures for school excursions at the botanic estates of the Botanic Gardens Trust, Sydney are:

- Trust staff are trained and experienced in delivering outdoor education safely.
- The Trust has Senior First Aid Officers on site and all Community Education Officers taking lessons maintain current First Aid Certificates.
- The NSW DET School Excursion Policy is supported and supervising teacher (State or Independent Schools) on excursions must be able to administer first aid (CPR & Emergency Care).
- Accompanying teachers supervise their students in accordance with DET policy.
- Community Education's teaching staff have first aid kits on hand and are in radio/mobile communication at all times.
- All students are advised to wear sun protection and conduct themselves in a safe and caring manner whilst in the Gardens.
- Regular site inspections are undertaken by Trust staff.
- At the commencement of lessons, students and teachers are briefed on the specific risk associated with their upcoming lesson and the appropriate actions they will need to perform to minimise the risks.
- The Trust has OH&S Policies and Procedures that are followed to ensure staff, visitor and contractor safety.
- The Community Education Unit reviews their 'Safe Work Method Statements' on a regular basis. These are signed off by the Manager Public Programs.
- All staff involved with visiting school groups undertake safety 'Tool Box Talks' amongst themselves beforehand and with students at the start of each session.

VENUE NAME Blue Mountains Megacinema Pty Ltd

LOCATION: 225 Great Western Highway Katoomba NSW 2780

PHONE: (02) 4782 8900

FAX: (02) 4782 4002

WEB ADDRESS: www.edgecinema.com.au

INSURANCE: Does the venue have public liability cover? Yes No

ACTIVITY/PROGRAM <i>Please List</i>	RECOMMENDED AGE GROUP / FITNESS LEVEL / PREREQUISITE SKILLS	STAFF ACCREDITATION / COMPETENCE <i>for this activity program</i>	POTENTIAL RISKS List hazards / risks related to each activity / program and the venue	CONTROL STRATEGIES Outline strategies for ensuring visitor safety for this potential risk
ARRIVAL & DEPARTURE	All ages	None required	Late for film	The session can be held back as long as the teachers advises by phone (02-4782 8904), alternate sessions will be assigned
FILM RATINGS	Refer to classification guidelines for suitable ages	None required	Inappropriate film for students	The Edge Giant Screen Movie is rated G any other films selected rating will be advised. Teachers are welcome free of charge to preview the film before hand free of charge.
THE EDGE FILM EXPERIENCE	All ages	None required	Students overwhelmed by scale & impact	Brief students before arrival on the unique Giant Screen (6 stories high), the powerful surround sound (DTS), the terraced seating (370 seats), the impact of the colourful nature scenes and waterfalls.
FILM SCREENING PROBLEMS	All ages	None required	Technical problem/cancellation of film	School field trips will be offered another movie session, or a full refund will be provided
ACCESS TO & FROM AUDITORIUM	All ages	None required	Tripping, falling	The Edge Giant Screen Movie is rated G any other films selected rating will be advised. Teachers are welcome free of charge to preview the film before hand free of charge.
BAG STORAGE	All ages	None required	Lost property	The Edge Cinema doesn't have bag storage facilities. Students should keep their personal belongings with them at all times. Lost property is kept on site in the case of a missing article please contact our box-office on 02 4782 8900
PAYMENT	Teachers	None required	Payment is required on the day of the excursion in order to receive admission	Teachers will be sent a tax Invoice with confirmation of their booking. The edge cinema accepts school cheques, credit cards, cash or EFT
STUDENT BEHAVIOUR IN AUDITORIUM	All ages	None required	Disruptive students may be asked to leave the theatre under teacher supervision	Students should be given an outline of a code of conduct when on a school excursion by the teacher. Students should be aware that other members of the public and community will be present.

EQUIPMENT

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

As the Blue Mountain's weather can change suddenly, it is recommended that students bring warm clothes, sturdy shoes, a hat & sunscreen.

Is all the equipment at the venue maintained in accordance with the OHS regulation and appropriate standards?

Is all the equipment at the venue maintained in accordance with the OHS regulation and appropriate standards? Yes No

OTHER REQUIREMENTS

Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue .

Disabled toilets and wheel chair facilities are available. First aid kits are on site.

Please note that the information provided was current at 01/01/09. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required, please contact the venue. If this information changes, the venue will advise the department of Education and provide an update.

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	KCC Conference Centres (The Lodge, Hartley, Kedumba & Mountain Camp)			
Location	cnr Cliff Dr & Violet St, Katoomba			
Phone number	(02) 4782 5588	Fax number	(02) 4782 4484	
Web address	www.kcc.org.au/centres			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
General	All ages	All staff trained in fire evacuation procedures	Fire Sunburn Sprains / falls related injury Hit by car	Fire alarms in all rooms. Students briefed on fire evacuation procedure on arrival Students encouraged to wear hats and sunblock. External pathways illuminated at night Internal signage indicates speed limit of 10 kmh
Dining Room	All ages, all fitness levels, no prerequisite skills required	All staff are trained in food handling procedures	Food contamination Burns	Follow HAACP food safety plan. Students educated on procedures in and around dining room. Signs warning of hazards e.g. boiling water Fall plug-in appliances and extension leads are

Please note that the information provided above was current as at 05/02/10. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and Training and provide an update.

				tested and tagged by qualified tradespeople.
Orienteering	All ages, all fitness levels, no prerequisite skills required	All staff are trained in First Aid and carry a radio or mobile phone for communication in emergencies	Sprains / falls related injuries Stings / bites Hit by car	Students are trained in use of compass and briefed about uneven ground Closed shoes and socks to be worn by participants. Students briefed about out of bounds areas and signage in place to mark hazards. Staff supervise crossing of the road throughout activity
Drama Workshop	All ages, all fitness levels, no prerequisite skills required	Conducted by experienced Drama Teacher		All students given clear instructions relating to the specific workshop.
Team-building Activities		All staff are trained in First Aid and carry a radio or mobile phone for communication in emergencies	Trips/falls Collisions	Staff brief students on safe movement while blindfolded. No running.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Compasses	
Blindfolds	
	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please note that the information provided above was current as at 05/02/10. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and Training and provide an update.

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	Students required to bring hats (preferably not caps), sunblock, bottled water and closed shoes. Spare hats available
	First aid kits available at each conference centre. Students required to bring their own regular medication and administer it themselves.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All centre activities are taken by qualified trained centre staff following centre standards and procedures. At the commencement of each activity centre staff brief students on safety, how to do the activity and how to correctly use any equipment provided.
	School staff are shown the location of the emergency phone and fire evacuation measures.

Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Are disabled toilets available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Construction/maintenance/repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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First Aid	Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Child-related employment	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? Commission for Children & Young People
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200.</i>	

Please note that the information provided above was current as at 05/02/10. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and Training and provide an update.



Scenic World

Risk Assessment of Workplace

Scenic World
P.O. Box 1042
Katoomba NSW 2780
Phone: (02) 47 800 200
Fax: (02) 4782 5675

www.scenicworld.com.au

Date of assessment: 04/09/07	Workplace Description: Scenic World site for School Groups	Organisation: Scenic World
Assessment Conducted by: A.P.Hammon (engineer), G. Stodart (Operations Manager), E.Jenkins (School Guide), L.Seckold (Bookings Officer) T. Urban (Consultant)	Risk Assessment Method Used: See End of Document for details	Address: Cnr. Violet St and Cliff Dr Katoomba

No.	Hazard Identified (describe the situation or parts of plant which could give rise to injury)	Describe the Risk	Rating			Existing Risk Control Measure	Proposed Risk Control Measures	Are the Control Measures Practicable? Y/N
			Cons.	Likel.	Risk Rating			
NOTE: THIS RISK ASSESSMENT MUST BE USED IN CONJUNCTION WITH ONE CARRIED OUT BY THE SCHOOL VISITING SCENIC WORLD, AS CAN BE SEEN IN THE PROPOSED CONTROL MEASURES SCHOOLS MUST TAKE AN ACTIVE ROLE IN MINIMISING THE RISKS FOR THE CHILDREN								
1	Fall/pushed out of bus on arrival/departure	Injury requiring medical attention	2	3	M	Bus Parking Area is designed to BCA requirements	School to take an active role in supervision of children.	y
2	Child being hit by bus or passing car on the way to the main building	Injuries related to being hit by a car at low speed, permanent disability	4	2	H	Pedestrian crossings provided. Speed limit of 10km/h through pedestrian thoroughfare. One way traffic through this area.	School to take an active role in supervision of children.	y
3	General trip/slip around site	Injuries requiring medical attention	2	5	H	Site designed to BCA, School Guide and teachers supervising/limiting irresponsible behaviour, Carpet supplied on boardwalk to reduce slip hazard, other non slip surfaces provided in bad weather.	School to take an active role in supervision of children.	y
4	Trip and fall/injury while loading/unloading Railway /Cableway/ Skyway	Injury requiring medical attention	2	4	H	School Guide in attendance at time of unload/load. Ride attendant on train supervising persons.	School to take an active role in supervision of children.	y

No.	Hazard Identified (describe the situation or parts of plant which could give rise to injury)	Describe the Risk	Rating			Existing Control Measures	Proposed Control Measures	Are the Control Measures Practicable? Y/N
			Cons.	Likel.	Risk Rating			
5	Scariness of Railway/ Cableway/ Skyway	Child overexcitement/illness due to fear	1	3	L	Schools are informed about site and rides. School Guides assist in loading of children onto rides.	School to take an active role in supervision of children.	y
6	Cableway/Skyway Doors/Gates	arm/leg stuck/caught in door	1	3	L	Rubber edged door with electric "bump" controls, mirror provided bottom station Cableway for ease of viewing for attendant.	School to take an active role in supervision of children.	y
7	Child's body part outside of carriage	Scratching from bush/first aid injury	2	3	M	Conductor gives warning and observes train on way down, chain along edge of seat, signage on platform	Hazard notification included in information sent to schools.	y
8	Separation of child from group	Trauma from being "lost"	2	3	M	Maximum group size of 30 per School Guide to maintain supervision.	School is responsible for passenger counts	y
9	Touching Layer Vine (stinging)	Minor rash	2	2	L	Signage in valley, generally out of reach of children, guides trained to tell Children not to touch it.		y
10	Falling Branches	Fatality if hit on head	4	1	H	Daily patrols of boardwalk and canopy, general observation by guide on walk. Boardwalk closed if risk is observed.		y
11	Insect bites	Minor irritation if bitten	2	4	H	School guides carry first aid kits with sting cream, all guides are first aid trained. Children are told not to pick up insects.		y
12	Spider/snake bites	fatality if bitten	4	1	H	Children are kept on boardwalk, guides carry first aid kits, and are in radio contact with main building		y

No.	Hazard Identified (describe the situation or parts of plant which could give rise to injury)	Describe the Risk	Rating			Existing Control Measures	Proposed Control Measures	Are the Control Measures Practicable? Y/N
			Cons.	Likel.	Risk Rating			
13	Weather	dehydration/heat stroke/hypothermia of child on hot/cold day	3	2	M	School notified with information sheet about correct clothing, bringing a drink etc. School guides carry first aid kit with space blankets.		y
14	Use of Flap Barriers	small child could get hit by barrier during incorrect use.	2	2	L	Barriers have sensors, given instructions on how to use barrier, barriers held open for entire school group.	School to take an active role in supervision of children.	y
15	Children around other people	Injury of other patron due to inappropriate behaviour and lack of supervision	2	3	M	Guide and teacher supervise children.	School to take an active role in supervision of children.	y
6	Child's medical condition	Child having medical incident whilst on boardwalk because of condition e.g. Asthma, Epileptic fit.	3	2	M	School guides carry first aid kit and are first aid qualified	School to inform Scenic World of special needs/medical conditions of individuals.	y
7	Drinking Spring Water	Drinking water making them sick	2	2	L	Water tested at regular intervals to ensure quality.		y
8	Water pool at drinking water	Child falls in pool and graze themselves on rock edge.	2	2	L	Supervision of children by School Guides	School to take an active role in supervision of children.	y

Notes:

1. Scenic World has Public Liability Insurance
2. No PPE is required
3. Services included are: briefing, slide show, rides, guided tour
4. Access to and Egress from the premises are safe and without risk to health
5. Scenic World is wheelchair accessible (not Scenic Railway). Disabled parking and toilets are available
6. Emergency procedures are in place and staff are trained to deal with emergency situations
7. All construction, maintenance & repair work are carried out by licensed personnel
8. First Aid kits are available and staff are trained in Senior First Aid. A First Aid room is on-site
9. The school teachers are required to remain with the group and Scenic World guide at all times to help with supervision
10. Other requirements are covered in a general information sheet received at the time of booking



Scenic World Risk Rating Chart

		Consequence					Risk Rating L - Low M - Moderate H - High E - Extreme
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
Likelihood	5 Almost Certain	H	H	E	E	E	
	4 Likely	M	H	H	E	E	
	3 Possible	L	M	H	E	E	
	2 Unlikely	L	L	M	H	E	
	1 Rare	L	L	M	H	H	

Description of Consequences

1 Insignificant	Minor Cuts and Bruises or sickness. Minor Environmental on Site Damage
2 Minor	Medical Attention Needed, environmental off site emission but no damage.
3 Moderate	Serious but non permanent injury, adverse effect on environment
4 Major	Fatality, permanent injury, permanent local damage to environment
5 Catastrophic	Multiple Fatalities, business closure, permanent serious environmental damage

Description of Likelihoods

5 Almost Certain	Is the most likely Outcome
4 Likely	Not Unusual
3 Possible	Unusual put possible, a possible co-incidence
2 Unlikely	Has not happened in years of exposure but is possible
1 Rare	Not to Knowledge ever happened

TEACHER'S PACK

Risk Assessment & Management

Effective January 2008

Nine (9) pages including this one



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BATHURST GOLDFIELDS RISK ASSESSMENT & MANAGEMENT

This document has been prepared to assist teachers who are bringing school groups to the Bathurst Goldfields for overnight stays and/or tours. It is not a substitute for a risk assessment compiled by a representative of the Department of Education and Training. The intention of this document is to illustrate recognised hazards and how these are dealt with at the Bathurst Goldfields.

What is a Risk Assessment?

A risk assessment is simply a look at what could go wrong – both before and during the activity – and then deciding on ways to prevent – or minimise – these potential problems.

Matrix Interpretation:

	Risk				
PROBABILITY	<i>1 Insignificant</i>	<i>2 Minor</i>	<i>3 Moderate</i>	<i>4 Major</i>	<i>5 Catastrophic</i>
A Almost Certain	High	High	Critical	Critical	Critical
B Likely	Medium	Medium	High	High	Critical
C Possible	Low	Low	Medium	High	Critical
D Unlikely	Very Low	Low	Low	Medium	High
E Rare	Very Low	Very Low	Low	Medium	High



Hazard Identification	Probability	Severity	Matrix Value	Management Strategy
People	-	-	-	Safety parameters are established with each school on arrival, a copy of this document is provided to each school. Each school is asked if their representative/s have read and understood this document and the information supplied in the Teachers Pack
Excursion Program Activity				
Gold Panning	C	Minor	Low	Instruction is given to those on tour to; do as directed by the guide stay close to the guide to observe safety procedures already explained eg: do not run cover ears prior to the discharge of the steam whistle in the Blacksmith shop the students wear full protective clothing when working the bellows and at other times are behind a fine mesh screen
Life in the Goldfields	C	Minor	Low	Safe conduct procedures are supplied to the accompanying supervising adults. The activities in this tour are “hands” on and have inherent dangers if they are undertaken without due care. At the damper cooking numbers are limited and closely supervised by the Bathurst Goldfields staff. Please see attached instructions
Convict Colony	C	Minor	Low	Safe conduct procedures are supplied to the accompanying supervising adults. The activities in this tour are “hands” on and have inherent dangers if they are undertaken without due care. Children are split in work groups for these activities and are under close supervision Please see attached instructions
Observatory Space Tour	D	Minor	Low	Instruction is given to those on tour to; do as directed by the guide stay close to the guide while walking to the Observatory at night to follow instructions of the guide while using the telescope to observe safety procedures already explained eg: do not run
Virtual Space Program	E	Insignificant	Very Low	Those on this tour are required to be seated in our auditorium for the duration of the tour



Excursion Program Activity				
Campfire Programs	C	Minor	Low	<p>At the evening campfires students are not to be close to the fire and are directed that they are not to have anything to do with the fires. Hoses are at these sites</p> <p>Schools wishing to toast marshmallows do so under the supervision of their teachers. This is not part of any Bathurst Goldfields activity</p> <p>There are two burns risks:</p> <ol style="list-style-type: none"> 1. during the cooking process 2. eating overly hot marshmallows
Accommodation				
Use of Dormitory Bunks	C	Moderate	Medium	<p>Accommodation in our lodges is equipped with bunk beds. All top bunks are fitted with a safety rail.</p> <p>Teachers must allocate beds to avoid restless sleepers being given a top bunk.</p>
Motel Accommodation	C	Minor	Low	<p>Children are instructed to remain on the pathway when walking from the motel to other areas as there is a possibility of falling over particularly at night time.</p> <p>Children are asked to walk not run when using stairway</p> <p>Teachers must enforce “good behaviour” principles.</p> <p>Balconies on first floor levels are locked for safety purposes</p>
Bathrooms	C	Minor	Low	<p>The possibility of a slip on a wet floor exists.</p> <p>Teachers must enforce “good behaviour” principles.</p>
Dining area	D	Minor	Low	<p>The dining room is supervised by Bathurst Goldfields staff who will give clear and detailed instructions regarding the operating procedures for the dining and servery areas.</p> <p>In the dining room the pot belly stoves and fire used for heating purposes are screened off.</p> <p>Children are warned of the danger of misbehaviour near fires of any sort.</p>



Venue				
Serious injury or trauma	E	Major	Medium	A senior staff member is on site and contact details are given for immediate assistance. A Gold Phone for 000 use is situated at the main entrance to the office.
Fire	E	Catastrophic	High	Evacuation procedures are given to accompanying adults in the Teachers' pack and on arrival. A senior staff member is on site and contact details given if in need of immediate assistance. A Gold Phone for 000 use is situated at the main entrance to the office. Fire extinguishers and fire hoses are fitted and checked according to regulations. Fire alarms that are independently powered are also fitted.
Venue	C	Minor	Low	The need to walk not run is stated in the safety talk. Specific safety issues relevant to sections of the tours are explained by the guides at each section of the tour. Teachers are asked to bring their First Aid kit. A First Aid box and trained staff are located in main building



Teachers on tour at the Bathurst Goldfields

The Gold Tour and Panning will go ahead in wet weather.

The Life in the Goldfields Tour will only be moved inside the school room and cottage or into the Laycocks' building in extreme weather.

The intention is that our programs reflect the life of 1860's and rain; hail and shine did not stop the miners!

In the event of child conducting themselves inappropriately, the guide will request that the child is excluded from these activities.

Please ensure that;

- You have your First Aid box with you;
- You and the your children stay within the area indicated by the guide;
- You and your children observe safety procedures stated by the guides and in the teachers' notes;
- Each child has a full water bottle for their tour regardless of the season;
- Each child has water proof clothing regardless of the season;
- Each child has a hat (preferably water proof) regardless of the season;
- Each child is wearing serviceable hard wearing shoes and clothes (sleeveless tops and sandals are not appropriate even in hot weather);

Gold Tours

The Gold Tour is conducted on a site that is intended to be a faithful reproduction of conditions on an 1860's gold field. Consequently, children must ensure that they:

- Follow the direction of the guide;
- Not run at any time;
- Listen carefully;
- Only touch those things they are asked to touch;
- Stay with their group at all times.

Please be aware that we do not know your children, as they are new to us!
As a result we are ignorant of their group dynamics, if any children have educational or psychological difficulties or just the ones who are uncooperative.

A teacher is required to remain with group at all times to ensure that your children are behaving appropriately and having a good experience.



Life in the Goldfields

The life in the Goldfields Tour is activities based on life in the 1850 – 1860's. For safety this requires a high level of supervision and so we ask that at least two teachers and /or parents remain with the group throughout these activities.

We also ask that these adults take an active role in the following aspects of the Life in the Goldfields.

- Games:* Tug "o" War – Please watch that this game is conducted safely
Boche - The metal balls must only be tossed or rolled under arm
Horseshoes – All horseshoes must be thrown under arm
- Tents/Camps:* All heavy items are to be carried in the arms at a level between the chest and knees, and placed on the ground, not dropped or thrown down.
At the tent/campsite construction – the children are encouraged to work as a team; however, only one child is to use the hammer and the tent peg. This is an activity for one (where a child holds the peg while another hammers could result in injuries).
When the activity is finished please have your children pack the items away ready for the next group which includes:
- Fire rocks stacked neatly
 - Logs stacked neatly
 - Tents folded and placed under the cross members
 - Knots untied
 - Place tent pegs on top of the tents
 - Games equipment collected together for each game
- Rammed Earth:* Please see that the children take care not to knock each other with the rammers and shovels.
- Mud Bricks:* The guide will supervise this activity and will instruct the children in safety matters. However please note that the children will be carrying buckets of water and using spades – they are to do as they are asked at all times.
- Damper Making:* The assistant guide will supervise this activity and will instruct the children in safety matters. However please be aware cooking is done by wrapping a piece of uncooked dough around the end of a stick which is then held over an open fire. The children are to do as they are asked at all times.



Convict Colony

Life in the Goldfields is specifically directed towards HSIE Stage 3 children and very “hands on”.

The tour is designed to allow students to experience what life would have been like for those who lived in the Goldfields.

Activities in this tour include;

- Discussion on the early exploration of Australia, Captain Cook and the First Fleet
- Flag raising ceremony
- Discuss needs of : - food, shelter and discipline
- Re-enactment of the first trial in NSW
- Discuss floggings and other forms of punishment
- Split in groups;
 - Chain gang and forage for wood
 - Gardening
 - Temporary shelter – bark humpy
 - Communal cooking
- Discuss the progress of the colony and how it became a nation
- Aboriginal Australia;
 - Discuss the impact of settlement on the aboriginal communities
 - Culture
 - Stories
 - Games
 - Past times

TEACHER'S PACK

Risk Assessment & Management

ACKNOWLEDGEMENT

Effective January 2008



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Mount Panorama
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Fax 02 6332 3441
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www.bathurstgoldfields.com.au

Acknowledgement

We hereby acknowledge that we have received, read and understood the Bathurst Goldfields Risk Assessment and Management Document.

Please sign and date the section below and return it to us with your Final Confirmation details. This information is required to be held by the Bathurst Goldfields at least **SEVEN** days prior to your visit with us.

School Name: _____

Print Name: _____

Signature: _____

Date: _____

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	River Deep Mountain High			
Location	2/187 Katoomba St, Katoomba NSW			
Phone number	02 4782 6109	Fax number	02 4782 7630	
Web address	www.rdmh.com.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Abseiling Conducted on private property in south Katoomba. Adjacent to modern toilet facilities, First Aid room on site.	Year 3 to 12	Cert IV Outdoor Ed Current First Aid (Senior, Wilderness, or Remote Area)	Fall / Abrasions / Sprains / Fractures	Top belayed to instructor at all times Adult supervision above and below Instruction period for students prior to start Helmet and harness compulsory Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Abrasions, Sprains, Fractures etc)
Bushwalking / Hiking / Expeditions	Year 3 to 12	Cert IV Outdoor Ed Current First Aid (Senior, Wilderness, or Remote Area)	Fall / Abrasions / Cuts / Sprains / Fractures / Snake bite / Spider bite / Stings / Lost / Sunburn / Exposure	Staff and Guides possess training and practical experience in Australian bush conditions, map to ground skills and protocols for instigating searches. Sunscreen and sunhat compulsory for students. Instruction period for students prior to commencement of walk. Suitable clothing and footwear required. Safe Operating Procedures (SOP) in place for Activities and Emergency First Aid (Bites, Stings, Abrasions, Sprains, Fractures etc). Additional risk management strategies, including walking on known paths only, are engaged.

Please note that the information provided above was current as at <insert date>. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

<p>Rock Climbing Outdoors</p> <p>Conducted on private property in south Katoomba. Adjacent to modern toilet facilities, First Aid room on site.</p>	Year 3 to 12	<p>Cert IV Outdoor Ed</p> <p>Current First Aid (Senior, Wilderness or Remote Area)</p>	Fall / Abrasions / Sprains / Fractures	<p>Top belayed to instructor at all times</p> <p>Adult supervision above and below</p> <p>Instruction period for students prior to start</p> <p>Helmet and harness compulsory</p> <p>Suitable clothing and footwear required</p> <p>Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Abrasions, Sprains, Fractures etc)</p>
<p>Initiatives and Games Programs</p>	Year 3 to 12	<p>Cert IV Outdoor Ed or equivalent</p> <p>Current First Aid (Senior, Wilderness or Remote Area)</p>	Fall / Abrasions / Sprains / Fractures	<p>Adult supervision and instruction prior to commencement</p>
<p>Canyoning in National Parks</p> <p>Conducted at various locations within the Blue Mountains region</p>	Year 3 to 12	<p>Cert IV Outdoor Ed or equivalent</p> <p>Current First Aid (Senior, Wilderness or Remote Area)</p>	Fall / Abrasions / Sprains / Fractures	<p>Top belayed to instructor at all times. Adult supervision above and below. Instruction period for students prior to start. Helmet and harness compulsory. Suitable clothing and footwear required. Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (abrasions, sprains, fractures, etc)</p>
<p>Mountain Bike Riding</p>	Year 6 to 12	<p>Cert 1V Outdoor Ed or equivalent</p> <p>Current First Aid (Senior, Wilderness or Remote Area)</p>	Fall / Abrasions/ Sprains / Fractures	<p>Staff to have experience on the trip. Compulsory for participants to wear a helmet at all times and suitable clothing and footwear is required.</p> <p>Students to demonstrate riding ability before start and briefed on safe riding techniques.</p> <p>Participants to be informed of possible trail riding hazards. Walkers to be given right of way and party is to be kept together.</p> <p>Guide to carry tool kit and carry out any repairs during the ride. Saf Operating Procedures (SOP) in place for Activity and Emergency First Aid (abrasions, sprains, fractures, etc.)</p>

Please note that the information provided above was current as at <insert date>. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Helmets and harnesses (all less than 5 years old, inspected monthly) for all rope related activities such as abseiling, rock climbing, canyoning, high or low ropes courses	Compasses and maps for navigational exercises
Tents, backpacks, cooking equipment, sleeping mats for all expeditions. Mobile and or satellite phones used on expeditions.	Helmets for all bike riding
Wetsuits (and personal flotation vests, if required) for all canyoning activities	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	All schools are provided with a comprehensive list of requirements prior to arrival
	Students are to provide their own sheets or sleeping bags (dependant on level of accommodation), hat, sunscreen, torch, insect repellent, pillow, water bottle, personal toiletry items and appropriate closed in footwear

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	RDMH provides eco-friendly outdoor education and adventure based activities, along with teambuilding and leadership programs
	RDMH provides quality camping experiences through the supply of modern safari tents, stretcher beds and mattresses, and mobile kitchen facilities
	RDMH also provides their services to the Corporate sector, for teambuilding, leadership and adventure based learning.

Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please note that the information provided above was current as at <insert date>. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Child-related employment	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200.			

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