



VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Blue Mountains YHA			
Location	207 Katoomba Street, Katoomba NSW 2780			
Phone number	(02) 4782 1416	Fax number	(02) 4782 6203	
Web address	www.yha.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>

Please note that the information provided above was current as at 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.



Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Sheets	
Pillows	
Blankets/Doonas	
	<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>	Towels
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Staff available at reception from 7am to 10pm for all manner of help and enquiries
	Between 10pm and 7am, live-in staff on call via foyer phone for emergencies and problems.
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 checked="" type="checkbox"/> No <input 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"/>
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	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Child-related employment	<i>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?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>	
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?</i>	Yes <input type="checkbox"/> No <input checked="" 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>		

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The Blue Mountains
BOTANIC GARDEN
Mount Tomah

1. 'NSW National Parks' and 'Mt Tomah Botanic Gardens' Booking Terms and Conditions.

- 1.1 All participants must wear and bring appropriate clothing and equipment for an outdoor activity, including sunscreen, a hat, and drinking water. See our 'What to bring list' as provided;
- 1.2 There must be one teacher present per *Discovery* Ranger (with a maximum 20 students); the role of the Park Rangers is to conduct the activity; the control of the students remains the responsibility of the teachers;
- 1.3 Any participants in the group with special needs or medical conditions such as heart disease, serious allergies, serious asthma, epilepsy, eye, ankle, knee or back problems, must be discussed with the YHA Group Coordinator in advance of the booked activity;
- 1.4 A minim of 25 and a maximum of 100 students are required to run this program.
- 1.5 Morning, afternoon tea and lunch are NOT supplied on the first day of the camp. Students must bring a drink, snacks and packed lunch for day 1.
- 1.6 Cancellation Policy and Payment is as stated on the YHA group booking terms and conditions sheet attached.
- 1.7 This program may be cancelled or postponed by NPWS in wet, windy or high fire danger periods at the discretion of Regional staff. We will endeavour to keep your school group entertained with other in hostel games or activities to best of our ability.



Information for creating a Risk Assessment Blue Mountains Discovery Program

Venue name: NSW National Parks & Wildlife Service - Discovery for Schools Program Blue Mountains National Park (Department of Environment, Climate Change & Water)

Location: Blue Mountains – various locations including Glenbrook, Wentworth Falls, Katoomba, Blackheath, Mt York

Phone number: 4784 7301 **Fax number:** 4782 6199

Web address: www.nationalparks.nsw.gov.au

e-mail: bluemtns.discovery@environment.nsw.gov.au)

Insurance: Public liability cover Yes

Activity/program: Easy or Medium grade walk/ educational activity, Blue Mountains Local Government Area or national park

Recommended age group/fitness level/ prerequisite skills: Kindergarten upwards for easy walks. Year 3 upwards for medium walks

Staff accreditation/ competence for this activity/program: Trained and experienced Discovery Rangers (most Cert IV level Outdoor Guiding)
Working with Children Clearance. First Aid trained and certified.

Possible Hazard or Risk	Suggested Risk management Strategy
1. Unsuitable weather	Teacher checks weather forecast leading up to activity date and liaises Discovery Coordinator with re: postponing activity before the day of the activity. School to provide mobile phone contact for day of activity. If group already in transit Discovery Coordinator consults with Discovery Rangers and school staff as to relocate and/or redesign activity
2. Changing weather and exposure to the sun/wind/rain	Teacher circulates “What to Bring” list as provided by Discovery and ensures all students are suitably equipped. including appropriate clothing to wear/bring
3. Carpark next to meeting place and start of walk	Teachers are responsible for supervision of students in carpark areas prior to and after the activity
4. Hazards in the natural and built environment including cliffs, uneven or slippery ground, stairs.	Discovery Rangers are responsible for conducting the activity that includes a safety briefing at the beginning of the activity and at pertinent times for the duration. Discovery Ranger stays at the front of group to constantly observe track conditions. Teachers/supervising adults (1 representative from the school in each walking group) are responsible for maintaining student discipline at all times (ie students must listen). Teachers are responsible for ensuring students come appropriately equipped for an outdoor activity where the weather can change in short periods.



5. Injury on the activity	Discovery Rangers are certified with Senior First Aid and carry a first aid kit and communication equipment with them at all times.
6. Student gets separated from group.	Discovery Rangers brief students at the beginning of activity to stay on track and with group. Staff or representative from school acts as 'tail ender' to ensure no dawdlers are left behind. Teachers count student number of each group prior to start of walk and keep check throughout activity
7. Participant suffers from exhaustion – lack of fitness.	All activities are designed to complete the walk easily without significant physical exertion. Teachers to ensure full scheduled time for activity is available. Teacher to notify Discovery coordinator of any special needs or physical constraints prior to confirming activity.
8. Serious medical condition arising (asthma, allergies, epilepsy, knee/back/ankle problems)	The school identify any students with serious medical conditions in advance of the activity and consider whether they are able to participate; Discovery Coordinator informs Discovery staff of any special needs, allergies and makes arrangements as required. Teachers/school are responsible for bringing and handling medical forms that outline pre-existing medical conditions and emergency contact details of all students. School ensures that all children carry personal medication as required (eg asthma puffer)
9. End of walk	Discovery Rangers lead the students to the end of the track. Teachers are responsible for supervising students from end of track to toilets as required, and onto buses.

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.



Group Booking Terms & Conditions

Making a group booking is conditional upon there being sufficient capacity at the hostel to accommodate the booking and the booking being accepted by YHA on behalf of the hostel.

Settlement and Payment

When a booking is made the group must pay a deposit of 30% of the total booking amount to YHA no later than 14 days from the date of the invoice. The final balance must be paid 21 days prior to arrival. **If booking payments are not received on time, YHA reserves the right to sell the accommodation to other guests.**

Refunds and Cancellations

For cancellations of all or part of the group booking:

- More than 6 weeks prior to arrival: YHA will refund 90% of the cancelled accommodation cost. Full refund on catering.
- Between 21 and 42 days prior to arrival: YHA will refund 70% of the cancelled accommodation cost. Full refund on catering.
- Between 15 and 20 days prior to arrival: YHA will refund 50% of the cancelled accommodation cost. Full refund on catering.
- Between 8 and 14 days prior to arrival: YHA will refund 25% of the cancelled accommodation cost and refund 75% on catering.
- Within 7 days of arrival: No refund.

Notice of Liability

The group leader must agree to ensure that their group will abide by the YHA requirements listed below and any reasonable instructions made by the hostel manager or staff. The group leader must undertake:

1. To accept responsibility for proven damage or loss caused by the group to hostel building or equipment including safety and security systems and to recompense YHA for any such loss or damage.
2. To abide by the conditions of payment for a booking, including the cancellation policy as detailed above.
3. To ensure that any children in the group are supervised at all times. Children must be supervised in public areas that may include elevators, swimming pools and rooftop areas.
4. To agree that YHA does not accept responsibility for accidents which may occur to any group member, or for any damage or theft of property whilst using YHA hostels.
5. Not to drink alcohol excessively at the hostel. If members of the group are under 18, to agree not to bring alcohol onto the hostel premises or to return to the premises in an intoxicated state. Leaders are particularly responsible for ensuring any group member under 18 years of age abides by YHA's policies baring smoking and consumption of alcohol.
6. To follow all parking and other specific requests of the hostel management.

General Obligations

YHA undertakes to provide the agreed services at the agreed times by the Hostel. This obligation does not apply under circumstances beyond the control of YHA such as:

- If the group does not arrive.
- If the group fails to pay the deposit or balance on time.

Additional Provisions

1. Standard hostel policies will be clearly displayed or made available to all guests within the hostel. Group members are expected to comply with such hostel policies.
2. A cash bond may be required from group guests – at the Manager's discretion.
3. YHA reserves the right at all times and without prior notice to stop accommodating a group if one or more group members contravenes hostel policies. No refunds will be given in these circumstances.

Cancellation by YHA

YHA reserves the right to terminate a booking without any obligation to pay compensation if there is sufficient cause to believe that the nature of the group's meeting at the hostel is different than could reasonably have been expected, based on the group's request or on the character of the group, and that YHA would not have entered into the agreement had it known the true nature of the intended meeting. Should YHA choose to exercise this right after such meeting has commenced at the Hostel, the group's payment for the services rendered to that point will be retained and the balance paid will be refunded.

Group Membership

To stay at YHA hostels, groups must be members of YHA. Australian groups join YHA in their home state. Non- Australian groups join YHA/HI in their home country. Group Membership can also be arranged at the time of booking.

Disclaimer

I hereby warrant YHA Ltd and its member hostel that I am authorised to enter into this agreement and as such accept full personal responsibility for the group's adherence to the Group Booking Conditions and undertake to ensure that the group in my charge abides by those Conditions.

Name _____ Signature _____

Date _____

Blue Mountains Educational Program

In partnership with Blue Mountains YHA, Blue Mountains Botanic Gardens and National Parks and Wildlife Discovery program.

