

VENUE AND SAFETY ADVICE FOR SCHOOL EXCURSIONS-Minyon Falls

Venue name	Minyon Falls by Dorroughby Environmental Education Centre (NSW Department of Education and Communities)		
Location	Night Cap National Park		
Phone numbers	Office: 0266895286	Fax number	
Web address	www.dorroughby-e.schools.net.edu.au	Email address	Dorroughby-e.school@det.nsw.edu.au
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Recommended age group/fitness level/ prerequisite skills	Stage 2 – Stage 6. Bushwalk approx 2 km (one way). Grade: Easy. Steep at end		
Staff accreditation/ competence for this activity/program	Dorroughby staff are DET teachers and are first aid / CPR trained. All Dorroughby staff are in-house trained on safe walking protocols and specific site familiarity.		
Activity/program <i>Please list</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>	
Arrival / Recess / Lunch / Departure	Vehicle accident Attack by tamed goannas or kookaburras Risk of burns from BBQ's that can be turned on by simply pushing a button	School Staff must issue clear and concise instructions on bus and carpark safety and with the support of participating teachers, ensure these instructions are followed. Ensure that carpark is out of bounds. Warn students not to feed animals and to be wary of swooping birds. Inform supervising teachers of the risk and inform students that the BBQ areas are out of bounds. Teachers to supervise students to ensure they heed instructions.	
Bushwalk & fieldwork	PHYSICAL INJURY - Snake bites / stings, mild allergies, sprains, cuts, broken limbs from hazards such as, slippery rocks Being separated from group Exhaustion, dehydration, exposure Known medical conditions (severe allergies, diabetes, asthma) Bushfire Risk / Caught In Fire	Dorroughby staff are familiar with the field study sites and terrain and schedule regular checks on group numbers. Dorroughby staff hold current First Aid Training and carry a fully maintained first aid kit Dorroughby staff will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed. Slippery Rocks: Students will not be allowed to walk along rocks in creek near look out when they are wet after rain. Stinging Trees and Nettles: To be identified to students when in the vicinity with clear warnings. Dorroughby staff will provide the schools' supervising teachers with a safety information sheet (phone numbers, first aid). The Supervision ratio will not exceed 1:15. Dorroughby staff implement and follow 'Lost Child EMP' if separation occurs. Excursion to be postponed in extreme weather conditions. The School must ensure students bring water bottles and wear sunscreen and appropriate bushwalking clothing (hats, covered footwear, raincoat). NO DRINKING WATER AVILABLE ON SITE. Students warned not to fill bottles with tap water in toilets. Visiting teachers will provide Dorroughby staff with a completed 'Participant Safety Notification' form. Visiting teachers must ensure students carry and take own medication and are responsible for monitoring these students DEEC staff will check rural firebrigade bushfire alert website and check with National Parks office that the park is open. In the event of fire ring National Parks Office Alstonville Ph 66270200. Check the direction of the fire and depart in opposite direction along Night Cap Range forest road. If departure is not possible seek refuge in creek at Minyon (away from Tea Tree and overhanging branches) Seek refuge in clearing at Rummery Park Campground near creek).	
Bottom of Minyon Falls Extension	Slippery rocks, undefined track to bottom	Students to walk in a line following the path of the Dorroughby teacher. Ensure there is adequate supervision evenly spaced along line to assist students up the rocks. Students will be advised about three point climbing i.e three parts of the body to be on the rock at all times.	

Dipnetting & water testing	Falling in Creek	Clear instructions on danger and constant supervision..
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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Dorroughby staff will provide all equipment required to undertake the various activities. Dorroughby staff carry mobile phones and first aid kits. Equipment for dipnetting activities includes nets, trays and ID charts.	<i>Is all equipment at the venue maintained in accordance with the WHS 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>	Name tags provided by the school if necessary. Teachers are encouraged to carry additional mobile phones and first aid kits.
	Schools must ensure Dorroughby staff are advised of students with particular management needs, teachers must be actively involved in student supervision and ensure that the known medication requirements of any particular students are met.
	Students are expected to bring hats and sunscreen, insect repellent if required, water bottles, food and drink, wear enclosed walking shoes and comfortable clothing.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Dorroughby staff will supervise all activities with the support of visiting teachers.
	Dorroughby staff will take the students on a bushwalk. A visiting teacher will be required at the rear of each bushwalking line to supervise.

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"/> No access on walk. Access to look out only.
	<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"/>
	Mobile phone access available at Minyon Falls and Rummery Park along Petes Mountain Track	

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>As Department of Education staff members, all DEEC staff have completed Prohibited Employment Declaration forms.</i>	
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Last updated 4/5/17