

# NARMBOOL CAMPS VENUE AND SAFETY INFORMATION

ENVIRONMENT • DISCOVERY • SCIENCE • BIODIVERSITY





# NARMBOOL CAMPS

## VENUE AND SAFETY INFORMATION

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## ABOUT YOUR CAMP

<b>Venue Name</b>	Narmbool Environmental Discovery Camp
<b>Location</b>	440 Horsehill Road, Elaine VIC 3334
<b>Mailing Address</b>	The Sovereign Hill Museums Association, 39 Magpie Street, Ballarat Victoria 3350 Australia
<b>Phone Number</b>	(03) 5337 1188
<b>Fax Number</b>	(03) 5332 9168
<b>Email</b>	education@sovereignhill.com.au
<b>Web Address</b>	<a href="http://sovereignhill.com.au/narmbool/">sovereignhill.com.au/narmbool/</a>
<b>Insurance</b>	Our current certificate is available <a href="http://sovereignhill.com.au/child-protection-and-safety">sovereignhill.com.au/child-protection-and-safety</a> Narmbool is an ACA accredited campsite.

### On Arrival

Your school will be greeted by Narmbool staff who will conduct an orientation talk for teachers and students. This will include safety and emergency procedures and camp rules. Students and staff will be shown the camp facilities and boundaries.

### Meals

Breakfast and Dinner will be served in the dining room at the following times:

**Breakfast** – 8.00 am                      **Dinner** – 6.00 pm

Other meals, such as morning and afternoon tea, will be timetabled into the program to be distributed by visiting school staff.

Narmbool is a fully catered venue and all food consumed onsite is to be ordered from and prepared by Peter Roland Group (PRG) staff. School staff supervise the distribution of meals, sign off on the dietary requirements for each student, and supervise students with the table setting and clearing. At no time are students permitted to enter the kitchen or staff permitted to utilise the kitchen facilities or utensils, with the exception of making hot drinks. Every care is taken by PRG catering to ensure a hygienic, allergy free food environment and neither PRG or Sovereign Hill accept any responsibility if this environment is compromised by staff, students or unauthorized external food that is brought into camp.

### Duty Groups

Duty groups of approximately 4 - 6 students are required 15 minutes before and after breakfast and dinner.

Their responsibilities include:

- Setting the table before the meal.
- Helping to collect anything left on the tables after the meal.
- Wiping down tables.
- Sweeping the dining room floor.
- Putting the chairs up.

### Personal Time

After the official program for the day concludes, students will be given personal time. During this time they can (with your permission):

- Stay in their own cabins, have showers and prepare for the evening meal.
- Socialise in the lounge room.
- Play ball games such as football and cricket up the hill on the grass area next to the car park or over the cattle grid on the grassy area.
- Climb the escarpment ensuring students walk up and down.



## BEFORE YOUR CAMP

### Familiarisation

We recommend that teachers visit the site before booking to familiarise themselves with the environment and facilities. Education Officers will be able to discuss the activities and programs on offer. If this is not possible we can provide a "Narmbool Welcome" powerpoint which highlights the spaces and places at Narmbool.

### Bookings

Can be made through the Sovereign Hill Education Bookings Officers.

Phone: (03) 5337 1188

Email: [education@sovereignhill.com.au](mailto:education@sovereignhill.com.au)

Fax: (03) 5332 9168

### Teacher Responsibilities

Teachers accompanying students to Narmbool have an important role in ensuring a successful and enjoyable camp for all participants. During the camp, teachers are expected to be fully involved in assisting the students, and supporting the staff working with them. Education Officers will be on-site to facilitate the camp program from 9 am to 4.30 pm. After this time, the visiting school is responsible for conducting activities for its students.

Narmbool is a 2,000-hectare property with native and introduced flora and fauna, paddocks, sheep, creeks, bushland, grasslands and conservation areas. The best way to experience the property is on foot. Narmbool programs require considerable walking. Students will learn how to pace themselves, to manage a healthy water intake, and protect themselves from the elements.

It is the school's responsibility to ensure all students have water bottles, water proof jackets and wear sunscreen, hats, long pants and appropriate footwear for hiking. All participants require a back pack to carry lunch and personal items when out on the property. Staff and students are required to wear gaiters throughout the year when walking out on the property, a safety measure against snake bite in warmer weather, as well as to protect against prickly plants and grasses, and to help keep the lower legs dry during wet weather. Gaiters will be provided by Narmbool staff.

Schools are responsible for bringing their own first aid kits that are tailored to their particular student requirements. It is recommended that a main first aid kit be supplied for a central location and that one or more portable first aid kits are brought for teachers to take out into the field with groups.

### Pre-Camp Checklist

In advance of the Narmbool camp, visiting teachers will:

1. Complete dietary online form and email to Bookings Officers at [education@sovereignhill.com.au](mailto:education@sovereignhill.com.au) two weeks prior to camp.
2. Ensure all staff have read the Narmbool Camps Venue and Safety Information and are aware of their roles and responsibilities whilst on camp.
3. Arrange for a vehicle and driver to be available in case of emergencies.
4. Complete Room Configurations template and email to Narmbool Education Officers two weeks prior to camp.



## CODE OF CONDUCT

An emergency procedures briefing and orientation to the camp-sites and rules will be provided and visitors must adhere to the instructions given by Narmbool staff at all times. Any damage to the camp facilities or equipment at Narmbool due to misbehaviour or inappropriate use will be invoiced to the school.

This **Code of Conduct** is a framework of values and behaviours for ensuring a safe, enjoyable and satisfying participation in Narmbool's Environmental Discovery Camps.

This **Code of Conduct** is built on the following guiding principles:

Narmbool management acknowledges that a safe, orderly and secure environment is critical in meeting the learning needs of students.

Narmbool management recognises the importance of involving students in active learning experiences in an environment that promotes and supports effective independent and social learning.

All Narmbool visitors (including visiting students, teachers and accompanying adults) have the right to:

- be safe from physical, verbal and emotional abuse;
- enjoy Narmbool free from interference and bullying of any sort;
- be treated with respect and courtesy;
- expect that their property will be treated with respect.

**Narmbool staff will** respect the person and property of visiting school students and teachers, and behave towards them with professionalism, courtesy and helpfulness at all times.

### Visiting supervising teachers are responsible for:

- ensuring they maintain close supervision of the students in their care at all times and role model the appropriate behaviours; A teacher to student ratio of 1:10 is required for overnight camps, 1:20 for day programs.
- ensuring they are contactable by Narmbool staff throughout their visit;
- communicating this Code of Conduct to all students in their care and accompanying adults, and ensuring it is respected prior to arrival;
- encouraging students to take responsibility for their behaviour;
- ensuring that all special dietary requirements and medical risks are advised in advance of arriving at Narmbool and that an action plan is in place to manage allergies or other health issues within the camp group.

### Visiting students are responsible for:

- moving around Narmbool in a manner that ensures their own safety and the safety of others;
- ensuring personal safety and the safety of others when near Narmbool livestock;
- respecting Narmbool's property and the property of others;
- obeying the instructions of Narmbool staff;
- treating others with respect and courtesy;
- refraining from aggressive or bullying behaviours;
- resolving problems calmly and sensibly, or by seeking assistance from supervising teachers;
- enjoying the Narmbool experience as much as possible and allowing others to do the same.

Persons who breach this code may be directed to leave Narmbool. Visiting schools will be responsible for supervising anyone directed to leave.

We thank you in anticipation of your support. Enjoy your visit.

**Sara Quon**  
Chief Executive Officer

## WHAT TO BRING

### Students

- Packed morning tea and lunch for Day 1
- Refillable drink bottle
- Hat
- Sunscreen
- Day pack / back pack
- Pillow
- Sleeping bag
- Towel
- Toiletries (toothbrush, toothpaste, soap etc)
- Non aerosol deodorant
- Waterproof jacket
- Long pants (to be worn during day activities)
- Walking shoes / waterproof boots
- Pair of runners
- Torch & batteries / charger

### Teachers/Leaders

- Packed morning tea and lunch for Day 1
- Refillable drink bottle
- Hat
- Sunscreen
- Day pack / back pack
- Toiletries (toothbrush, toothpaste)
- Non aerosol deodorant
- Waterproof jacket
- Long pants (to be worn during day activities)
- Walking shoes / waterproof boots
- Torch & batteries / charger
- Specific sports equipment or games/board games
- Any night time activity resources

**First Aid & Medical Equipment:**

Teachers/supervising adults are responsible for student supervision and behaviours and for their first aid and medical requirements. Narmbool staff are first aid trained but primary responsibility remains with group leaders.

**Personal Vehicle:**

Each group onsite are required to have access to a vehicle and driver who are available in case of emergency or where trips offsite maybe required.

## WHAT NARMBOOL PROVIDES

- Meals from afternoon tea on Day 1 onwards
- Multiple hand sanitiser and hand washing stations
- Coffee and tea facilities for staff
- Bedding for staff including pillows, sheets, doonas and towels
- Gaiters (provide leg protection for students when walking on the property)
- Sports equipment (cricket, football, soccer, frisbee etc)
- Board and card games
- Extra sunscreen available

## ADDITIONAL SUPPORT AVAILABLE

While there is an expectation that all students bring the essential items listed, we understand that at times students may forget to pack items or may not have access to them at home for any number of reasons. We have a limited number of the following items students can borrow whilst on camp to make their experience more enjoyable.

- Day pack / back packs
- Refillable drink bottles
- Hats
- Waterproof jackets

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## FIRST AID

Narmbool Education Officers are Level Two First Aid trained. First aid kits are available at different strategic locations around the property including Narmbool Lodge, and are carried by Education Officers. Visiting schools are still required to bring their own first aid kits and are the primary point of contact for first aid.

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## ACCESS

**ARE ACCESS TO AND EGRESS FROM THE PREMISES SAFE AND WITHOUT RISK TO HEALTH AND SAFETY?**

YES

NO

**IS THE VENUE WHEELCHAIR ACCESSIBLE?**

YES

NO

Only the Lodge accommodation area. Many activities would be difficult to manage in a wheelchair; we do have an all-terrain wheelchair that can be utilised on request..

## EMERGENCY RESPONSE PLAN PROFORMA

Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident.

### Features of the region

- Narmbool is located at Elaine, 30 km from Ballarat. Farmland and Bushland, uneven terrain, dams, tracks, buildings.

### Communication with emergency support

- How will the group communicate with emergency support?

\_\_\_\_\_ will be primary communicator via mobile phone and radio contact to Site Manager.

### How will emergency services access the group at each location?

- How long will it take for support to arrive? **Non-emergency travel time from Ballarat is 30 mins.**
- Provide descriptions of multiple access routes if possible. **Each location has access to a fire track and road to minimise time. Site Manager will communicate with Emergency Services.**
- Detail approximate travel time to medical help from the location. **30 min for ambulance. First aid staff are available immediately.**
- List sources of emergency support **Below**
- Consider whether helicopter access is possible. **Yes, possible in paddock areas.**

### Information required when reporting a serious accident

- Number of individuals injured, names of individuals injured
- Suspected injuries
- When it happened ... Where it happened ... What happened
- Current location of injured student(s)
- Individual's present condition
- Condition of other group members and the name of the person who is with them
- What is currently happening
- Estimated time of next communication and method of communication

### Emergency phone contacts

Emergency Services	000
Narmbool Site Manager	0417 410 446
Narmbool Site Management office	(03) 5341 5800
Head of Narmbool and Sustainability	0478 891 747
Buninyong Medical Centre	304 Learmonth Road, Buninyong (03) 5341 3155
Ballarat Base Hospital	Drummond Street North, Ballarat (03) 5320 4000
St. John of God Hospital	101 Drummond Street North, Ballarat (03) 5320 2111
St. John of God Hospital Emergency Department	(03) 5320 2126
Police Buninyong	(03) 5341 3431
Police Ballarat	(03) 5336 6000
SES	13 2500
Sovereign Hill – General Enquiries	(03) 5337 1199
Sovereign Hill Education	(03) 5337 1188
Head of Learning	0417 525 485

### Suggested School Contacts

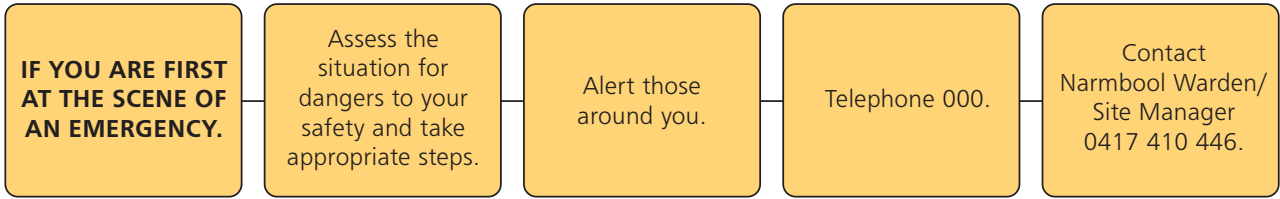
Principal \_\_\_\_\_

Assistant Principal \_\_\_\_\_

Reception \_\_\_\_\_



## WHAT TO DO IN AN EMERGENCY AT NARMBOOL



### WHAT TO DO IN AN EMERGENCY – APPROACHING BUSHFIRE/GRASSFIRE

If this building is threatened by an approaching fire, the safest action is to remain inside by proceeding to the Emergency Assembly Area B.

Once in Lodge, close doors and lower blinds.

Telephone 000.

Wait for further instructions.

### WHAT TO DO IN AN EMERGENCY – STRUCTURE FIRE

If you hear a fire alarm in this building, evacuate building.

Proceed promptly to Evacuation Assembly Area A at the Car Park. (Be aware of vehicle traffic.)

Telephone 000.

Wait for further instructions.

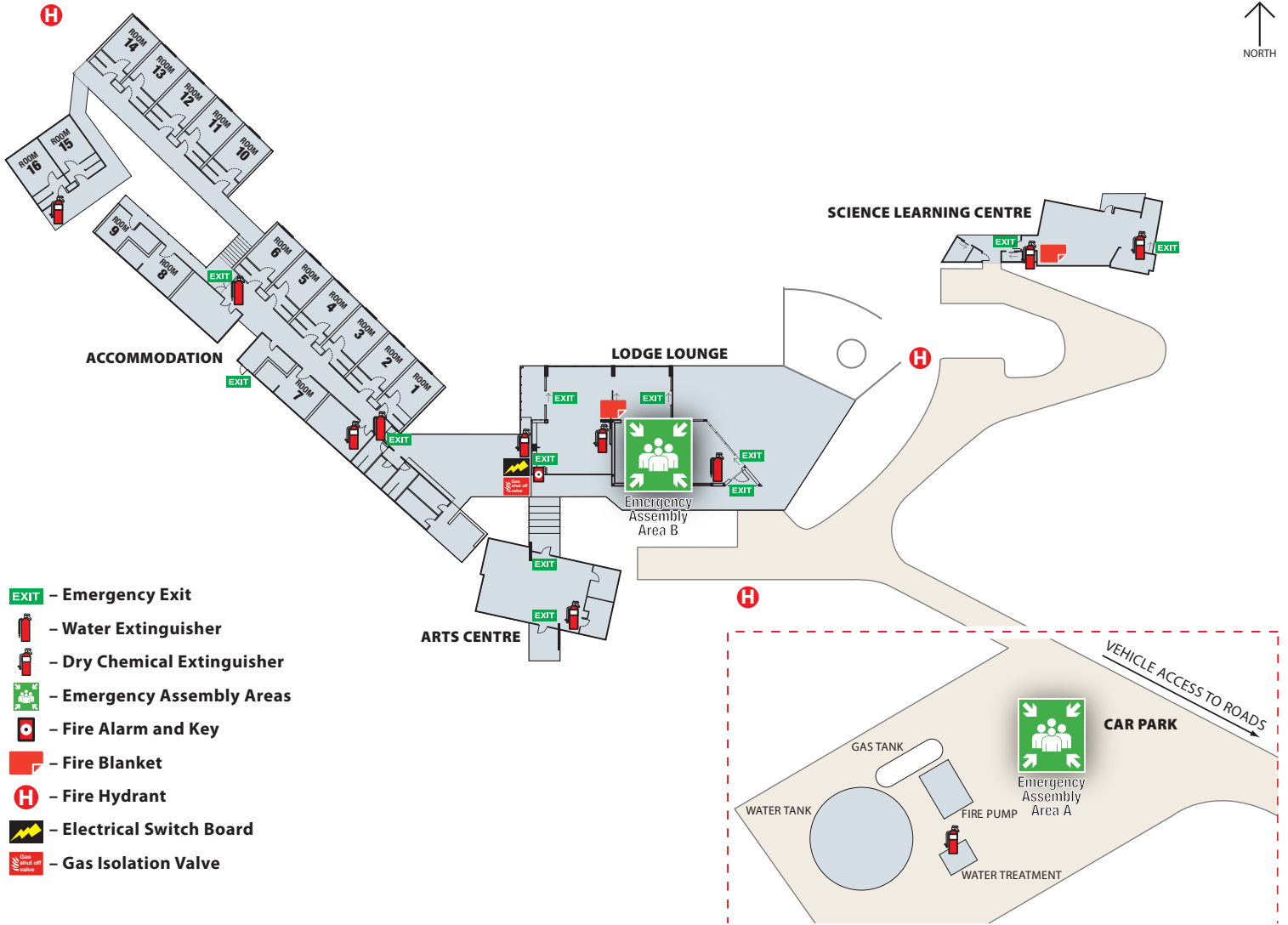
# REGION MAP - EMERGENCY SERVICE LOCATIONS



## TEA TREE FACILITIES AND EMERGENCY MAP

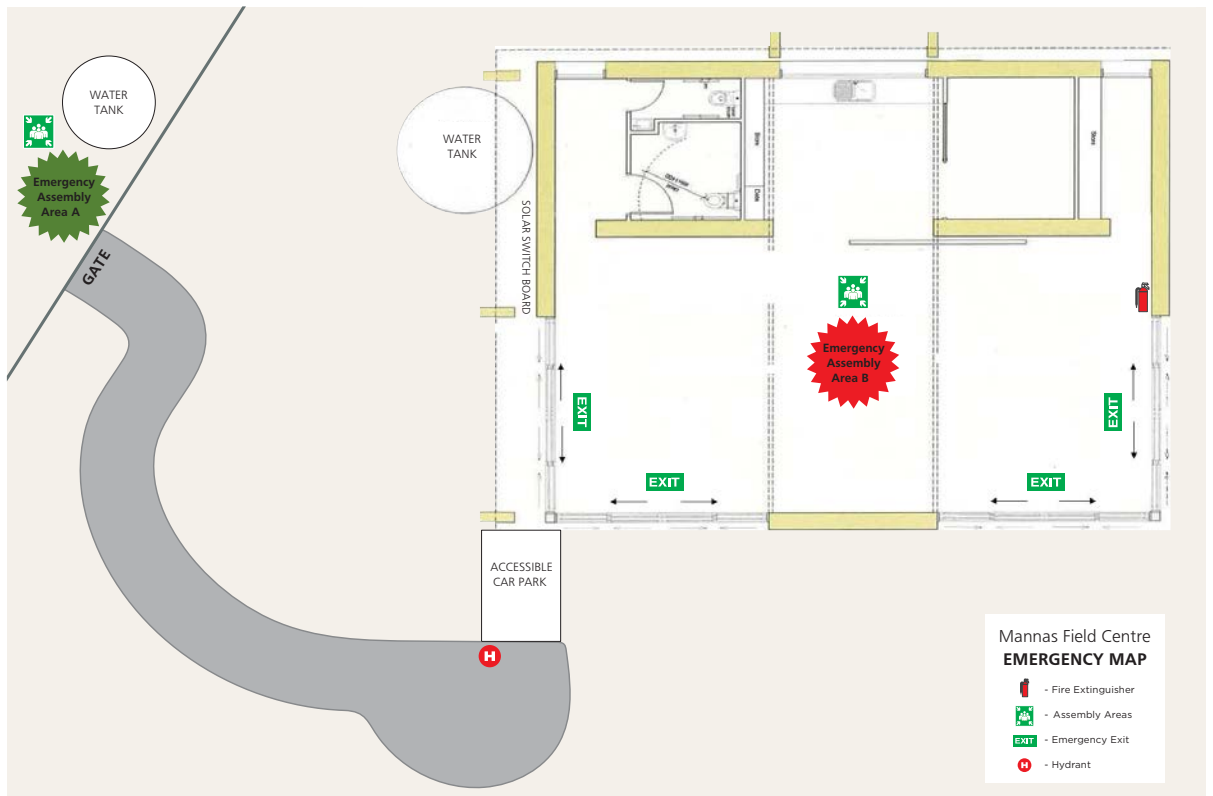


# NARMBOOL LODGE EMERGENCY MAP



- Emergency Exit
- Water Extinguisher
- Dry Chemical Extinguisher
- Emergency Assembly Areas
- Fire Alarm and Key
- Fire Blanket
- Fire Hydrant
- Electrical Switch Board
- Gas Isolation Valve

# MANNAS FIELD CENTRE EMERGENCY MAP



- Mannas Field Centre  
EMERGENCY MAP**
- Fire Extinguisher
  - Assembly Areas
  - Emergency Exit
  - Hydrant



## RISK ASSESSMENT RATINGS

### Level of Risk Matrix

		PROBABILITY			
		<b>Almost Certain:</b> Is expected to happen any time	<b>Likely:</b> Will probably occur in most cases	<b>Possible:</b> May occur at some time	<b>Unlikely:</b> Could happen, but probably never will
SEVERITY	<b>Catastrophic:</b> Death/s or permanent disability	1 (RED)	1 (RED)	2 (AMBER)	3 (YELLOW)
	<b>Major:</b> Long-term illness or serious injury	1 (RED)	2 (AMBER)	3 (YELLOW)	4 (YELLOW)
	<b>Moderate:</b> Medical attention and several days off work	2 (AMBER)	3 (YELLOW)	4 (YELLOW)	5 (GREEN)
	<b>Minor:</b> First aid needed	3 (YELLOW)	4 (YELLOW)	5 (GREEN)	6 (GREEN)

## RISK ASSESSMENT – NARMBOOL SCHOOL ACTIVITIES

RISK	CONTROL MEASUREMENTS IN PLACE	RISK RATING
<b>Slips, trips &amp; falls</b>	<ul style="list-style-type: none"> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• Instructions to walk at all times whilst at camp and during all activities.</li> <li>• Narmbool Education Officers (EOs) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> <li>• In the event of wet and/or frosty conditions, appropriate signage is placed on The Lodge decking.</li> <li>• Maintained paths to reduce trip hazards.</li> <li>• Students are supervised onsite.</li> </ul>	<p><b>Probability:</b> Possible <b>Severity:</b> Minor</p> <p><b>Risk Rating:</b> 5 GREEN</p>
<b>Cuts and grazes</b>	<ul style="list-style-type: none"> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• Instructions to walk at all times whilst at camp and during all activities.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> <li>• Maintained paths to reduce trip hazards.</li> <li>• Students are supervised onsite.</li> </ul>	<p><b>Probability:</b> Possible <b>Severity:</b> Minor</p> <p><b>Risk Rating:</b> 5 GREEN</p>
<b>Sprains and fractures</b>	<ul style="list-style-type: none"> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• Instructions to walk at all times whilst at camp and during all activities.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> <li>• Maintained paths to reduce trip hazards</li> <li>• Students are supervised onsite.</li> </ul>	<p><b>Probability:</b> Unlikely <b>Severity:</b> Moderate</p> <p><b>Risk Rating:</b> 5 GREEN</p>
<b>Imbedding of foreign objects</b>	<ul style="list-style-type: none"> <li>• OH&amp;S module is delivered to students on arrival and at the beginning of activities to highlight risks where relevant.</li> <li>• PPE is provided in activities where relevant (e.g. gloves in tree planting).</li> <li>• Narmbool Education Officers (EOs) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> </ul>	<p><b>Probability:</b> Unlikely <b>Severity:</b> Moderate</p> <p><b>Risk Rating:</b> 5 GREEN</p>
<b>Lost / missing student</b>	<ul style="list-style-type: none"> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• School staff supplied with and instructed on how to use UHF radios.</li> <li>• Students informed of boundaries onsite and bushwalking requirement if going on a bushwalk (not going over and stile, over a fence or through a gate without permission).</li> <li>• During activities staff are stationed in areas where students can be seen.</li> <li>• Head counts to be conducted prior to, during and after the walk.</li> <li>• Staff member at front and back of group at all times during a walk.</li> </ul>	<p><b>Probability:</b> Unlikely <b>Severity:</b> Minor</p> <p><b>Risk Rating:</b> 6 GREEN</p>
<b>Severe weather</b>	<ul style="list-style-type: none"> <li>• Severe weather conditions can result from several different weather events. Defined as any destructive weather phenomenon, these present risks for participants in outdoor activities. The following hazards caused by severe weather are particularly relevant to the conduct of outdoor activities at Narmbool:</li> <li>• <b>Bushfire</b></li> <li>• <b>Hail</b></li> <li>• <b>High Wind</b></li> <li>• <b>Lightning Strike</b></li> <li>• <b>Extreme Heat/Cold</b></li> <li>• Day-to-day evaluation and assessment of weather conditions will be done by Narmbool Site Manager and Education Officers in consultation with local authorities such as the CFA and weather forecasting authorities. In the event of severe or unusual weather whilst camps are in progress at Narmbool, alternate programs will be provided.</li> <li>• Alternate programs will be implemented in the event of unsuitable weather conditions.</li> </ul>	<p><b>Probability:</b> Possible <b>Severity:</b> Minor</p> <p><b>Risk Rating:</b> 5 GREEN</p>

<b>Dehydration</b>	<ul style="list-style-type: none"> <li>• Ensuring school staff and students are adequately prepared with appropriate clothing and water supplies.</li> <li>• Water is always available at main activity locations.</li> <li>• Students are reminded to drink water throughout the day</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• Drink bottles are provided for individuals who do not have one.</li> </ul>	<b>Probability:</b> Possible <b>Severity:</b> Minor  <b>Risk Rating:</b> 5 GREEN
<b>Sunstroke, sunburn</b>	<ul style="list-style-type: none"> <li>• Ensuring school staff and students are adequately prepared for activities with appropriate clothing and water supplies.</li> <li>• Sunscreen and hats are on the 'What to Bring' list provided to schools before camp. Narmbool also has sunscreen and spare hats which are offered to students if required.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• Programs are designed to cater for extreme weather conditions (e.g. shortened walks and walking in the morning as opposed the afternoon).</li> </ul>	<b>Probability:</b> Possible <b>Severity:</b> First aid needed  <b>Risk Rating:</b> 5 GREEN
<b>Hypothermia / hyperthermia</b>	<ul style="list-style-type: none"> <li>• Ensuring school staff and students are adequately prepared with appropriate clothing and water supplies.</li> <li>• Sunscreen is on the 'What to Bring' list provided to schools before camp. Narmbool also has sunscreen that is offered to students if required.</li> <li>• Spare clothing/layers are offered to students who are not appropriately dressed for the weather.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• Programs are designed to cater for extreme weather conditions (e.g. shortened walks and walking in the morning as opposed the afternoon).</li> </ul>	<b>Probability:</b> Possible <b>Severity:</b> Minor  <b>Risk Rating:</b> 5 GREEN
<b>Drowning (e.g. dam, creek)</b>	<ul style="list-style-type: none"> <li>• Briefing about water safety delivered to students before going to the dam for activities.</li> <li>• Hazards and boundaries are outlined and emphasised.</li> <li>• Students are supervised onsite by an adult all times</li> <li>• Narmbool Education Officers (EOs) are Level 2 First Aid trained.</li> </ul>	<b>Probability:</b> Unlikely <b>Severity:</b> Catastrophic  <b>Risk Rating:</b> 3 YELLOW
<b>Insect bite</b>	<ul style="list-style-type: none"> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> <li>• Prior to activities EO's check the area for insects/nests etc.</li> <li>• EO's inform groups on how to be aware of surroundings before taking part in an activity (e.g. how to check beneath a log, scan before sitting).</li> <li>• Pest control is implemented if required (e.g. ant nest in activity location).</li> </ul>	<b>Probability:</b> Possible <b>Severity:</b> Minor  <b>Risk Rating:</b> 5 GREEN
<b>Snake bite</b>	<ul style="list-style-type: none"> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• Gaiters are provided to staff and students and are required to be worn (along with long pants) whilst doing fieldwork.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities (includes snake bite kit).</li> </ul>	<b>Probability:</b> Unlikely <b>Severity:</b> Catastrophic  <b>Risk Rating:</b> 3 YELLOW
<b>Allergy</b>	<ul style="list-style-type: none"> <li>• Dietary requirement form for all students and staff is required two weeks before arrival on camp.</li> <li>• Visiting staff to ensure they have a comprehensive list of all student allergies along with any relevant medication.</li> <li>• Visiting staff are required to sign off food for students with allergies.</li> <li>• Visiting staff to carry any necessary student medication with them during all activities.</li> <li>• Narmbool staff made aware by visiting teachers of any allergies, food or otherwise (e.g. hay fever, etc.).</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> </ul>	<b>Probability:</b> Unlikely <b>Severity:</b> Moderate  <b>Risk Rating:</b> 5 GREEN

<b>Anaphylaxis</b>	<ul style="list-style-type: none"> <li>• Visiting teachers are required to have a list of individuals with anaphylaxis and are required to carry an epi-pen and first aid kit during activities</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities (there is a spare epi-pen at the Site Manager's Office in the case of an emergency).</li> <li>• Catering company have an Anaphylaxis Management Plan and HACCP procedures in place.</li> <li>• Catering company have food preparation policies and procedures to abide by.</li> </ul>	<b>Probability:</b> Unlikely <b>Severity:</b> Catastrophic  <b>Risk Rating:</b> 3 YELLOW
<b>Asthma</b>	<ul style="list-style-type: none"> <li>• Individuals with asthma are required to carry the required medication on their person at all times.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> <li>• Visiting teachers are required to have an Asthma Management plan for individuals with asthma.</li> </ul>	<b>Probability:</b> Unlikely <b>Severity:</b> Catastrophic  <b>Risk Rating:</b> 3 YELLOW
<b>Falling trees/ tree limbs</b>	<ul style="list-style-type: none"> <li>• Walking tracks are maintained and dangerous tree limbs removed</li> <li>• OH&amp;S briefing is delivered to students on arrival and at the beginning of all activities to highlight risks where relevant.</li> <li>• Narmbool Education Officers (EO's) are Level 2 First Aid trained.</li> <li>• EO's carry a first aid kit with them during all activities.</li> <li>• EO's inform groups on how to be aware of surroundings before taking part in an activity (e.g. look up and live).</li> </ul>	<b>Probability:</b> Unlikely <b>Severity:</b> Catastrophic  <b>Risk Rating:</b> 3 YELLOW

## SUPERVISION/SERVICES

ACTIVITY	WHO IS RESPONSIBLE FOR SUPERVISION?
<b>Camp and Daily Activities</b>	<p>All camp activities are organised and facilitated by Narmbool Education Officers. Visiting school staff are required to assist in supervision of students during activities as well as following the instructions given by the Education Officers. Narmbool Education Officers are responsible for the delivery of technical skills and related safety of the students. School staff are primarily responsible for delivering first aid to students.</p> <p>Visiting school staff will be responsible for informing the Education Officers of medical conditions or behaviours of participants which may affect their participation in the activity.</p>
<b>Meal Times</b>	<p>Meals provided for schools by Sovereign Hill's catering company, PRG, are the responsibility of school staff to distribute and sign off. School staff will be aware of, and able to identify, any students with dietary requirements and medical needs.</p>
<b>Evening Activities</b>	<p>Narmbool Education Officers will run the fieldwork program between 9.00 am and 4.30 pm. Supervision of students and the organisation of activities outside these hours are the responsibility of school staff. External providers can be arranged to deliver evening programs such as Astronomy and live Birds of Prey and Owl presentations.</p>

# NARMBOOL LODGE ACCOMMODATION LIST

Name of Group \_\_\_\_\_ Date of Stay \_\_\_\_\_ No. of Occupants \_\_\_\_\_

Room No.	Beds	Style	Additional Bedding	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6	
1	6	3 bunks	1 single							
2	6	3 bunks								
3	6	3 bunks	1 single							
4	6	3 bunks								
5	6	3 bunks								
6	6	3 bunks	1 single							
7	2	2 singles	1 single / bunk							
8	2	2 singles	1 single / bunk							
9	2	2 singles								
10	6	3 bunks	1 single							
11	6	3 bunks								
12	6	3 bunks								
13	6	3 bunks								
14	6	3 bunks	1 single							
15	4	4 singles	1 bunk							
16	4	1 bunk & 2 singles	1 bunk							
Total	80									
Students	74	We have limited capacity to add some extra single beds to bunk rooms to increase students capacity up to 86 if required						Red indicates accessible room including bathroom and shower		
Teachers	6	We can add an additional single bed (3 teachers) or a bunk (4 teachers) if additional teachers are required and all student beds full. If adults are staying in bunk rooms please indicate								



## TERMS AND CONDITIONS

All catering requirements will be met by Sovereign Hill. Schools may not self-cater.

### Payment

**Deposit:** A deposit of \$500 is required within 14 days of booking.

**Deposit agreement:** The payment of a deposit by the hirer constitutes an agreement to hire the use of the camp-site and its facilities.

**Final payment:** Final balance will be invoiced on departure from the camp. This will include any additional expenses incurred (extra campers, breakages, non-emergency phone calls etc). Payment is requested within 7 days.

**Confirmation:** Final numbers and special dietary requests must be confirmed 14 days before arrival.

**Cancellation:** More than 90 days notice, deposit refunded; between 90 and 45 days, deposit retained by Narmbool; less than 45 days, you will be invoiced for 80% of minimum total program fee.

**Liability:** The Sovereign Hill Museums Association, trading as Narmbool, and its agents and employees accept no liability for loss of property or damage or personal injury arising from the use of the facilities.

Hirers are responsible for ensuring that they have appropriate public liability insurance for their group.

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## CONDITIONS OF ENTRY

It is the responsibility of each group to ensure that campers understand and follow Narmbool's rules and procedures. Each group must have a competent leader in charge to liaise with Narmbool staff. Narmbool requires a ratio of one supervising adult to ten students (1:10) for overnight visits and one supervising adult to 20 students (1:20) for day visits. The group leader is responsible for camper supervision at all times.

**Privacy:** Any personal information, including medical details, that we gather or receive from the group leader, will be confidential and used only for the purpose for which it was collected.

**Damage and loss:** All breakages or losses of Narmbool property or equipment are to be reported to Narmbool staff. They will be invoiced to the group. Narmbool takes no responsibility for loss of, or damage to, personal property.

**Smoke and alcohol free environment:** Narmbool is a smoke and alcohol free environment.

**Animals:** School groups must not feed, herd or handle domestic, farm or native animals on the property unless invited to do so by a Narmbool staff member.

**Safe movement on the farm:** The farm is out of bounds to school groups except when supervised by Narmbool staff. Students and supervising staff from school groups must not climb over a fence line or go through a gate without permission of Narmbool staff.

**Fire Restrictions:** Fire restrictions apply. In the event of a Code Red Day being announced while you are in camp, you will be taken to Sovereign Hill for an alternative program.

**Terminating occupancy:** Narmbool reserves the right to terminate the occupancy without notice for breach of the general conditions for hire. Narmbool staff are empowered to take action as deemed necessary for the proper conduct of the camp.



### Sara Quon

Chief Executive Officer

#### Please read and sign the following:

I have read the Conditions of Entry. I agree to abide by these Conditions of Entry, including the Code of Conduct. I also acknowledge that as the co-ordinating teacher of my school's visit to Narmbool, it is my responsibility to inform all supervising teachers and adults, as well as students, of these Conditions of Entry.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of school: \_\_\_\_\_

Date of excursion: \_\_\_\_\_

Please return a signed copy of these Conditions of Entry by post to Sovereign Hill Education, 39 Magpie Street, Ballarat, Victoria 3350, by fax to (03) 5332 9168 or by email to [education@sovereignhill.com.au](mailto:education@sovereignhill.com.au)

**SOVEREIGN**  
**HILL**  
**LEARNING**

**CONTACT US**

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**P** 03 5337 1188

**Visit** [sovereignhill.com.au](http://sovereignhill.com.au)

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ASSOCIATION