



# Milroy Observatory

## Venue and Safety information for School Excursions

<b>Venue name: program name</b>	Milroy Observatory			
<b>Location</b>	2 Morrisseys Road, Coonabarabran NSW 2357			
<b>Phone number</b>	0428 288 244	<b>Email</b>	donna@donnatheastronomer.com.au	
<b>Web address</b>	www.milroyobservatory.com.au			
<b>Insurance</b>	Does the venue have public liability cover? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Group Size	Pre-School –12+	Teachers / Carers	Oversized groups without requisite each /student ratio are not permitted	All programs onsite in groups of no more than 20 plus 1-2 adults (Teacher or Carer). School groups have exclusive access during their visit.
Arriving	Pre-School –12+	Teachers / Carers	Traffic, late arrival, extended toilet break and/or causing shortened or abandoned program	Schools should plan to arrive 15min before their allocated start time in order to use the toilets and permit children to have a quick break. We will often have a tour booked after the school group and delays makes it difficult to undertake a full program. We recommend teachers carry a mobile phone to advise staff in the event of delays. If delayed, please contact: Donna on 0428 288 244

			<p>Trip and fall.</p> <p>Motor vehicle accident.</p> <p>Access to gravel car park.</p> <p>Accessibility</p>	<p>Teachers / Carers should ensure that students do not run at any stage within the Observatory and its grounds.</p> <p>Stay with allocated group. Follow staff instructions.</p> <p>Wheelchair access is available to the observatory building with no step entry at either entrance.</p> <p>An accessible toilet is available.</p> <p>There is no bag storage available and students are recommended only to carry with them what they actually need.</p> <p>All learners are encouraged to wear a name badge to promote dialogue with Observatory staff. This contributes to the creation of a lively and participatory learning environment.</p>
Breaking into supervised groups of 20 learners with ONE adult	Pre-School –12+	Teachers / Carers		Our rooms have a capacity of 20 learners plus staff. Groups of 60 or more will need to be split into smaller groups

Checking in	Pre-School –12+	Teachers / Carers	Lost Learners	At least <b>ONE teacher / Carer</b> and one Observatory member must remain with each group of 20 learners at all times. Teachers must ensure attendance rolls are kept and checked at the beginning and end of the program.
Cloaking	Pre-School –12+	Teachers / Carers	Lost or stolen property	Large bags and valuables should not be brought to the Observatory.
Briefing and Acknowledgment of Country	Pre-School –12+	Trained staff  Teachers / Carers	Trips and falls on pavement  Stranger danger  Unruly behaviour	On arrival, the group will be introduced to the Observatory team and reminded of the safety rules relating to the areas of the museum the group will visit. Respect for the traditional owners and custodians will be shared and encouraged via an <i>Acknowledgement of Country</i> .  Staff will wear a name badge. Evacuation procedures explained.  Teachers need to maintain direct supervision of their students at all times during the visit.

			<p>Lost or unaccounted learners</p> <p>Learners mixing with public visitors</p>	<p>Learners are advised not to leave their group unless accompanied by a supervising adult.</p> <p>School groups are not held at same time as tours with general public</p>
Telescope Access	Pre-School –12+	Trained staff	<p>Eye damage by looking directly at the unfiltered Sun</p> <p>Trip and falls climbing and descending the stairs to the domes</p> <p>Child protection</p>	<p>Some of the Observatory's telescopes are capable of looking at the Sun in complete safety, but it is essential that children and adults are made aware, prior to the visit, of the dangers of looking directly at the Sun without the correct solar filters. Safety protocols are in place and clearly communicated to visitors.</p> <p>The stairs to the large telescope if in use are to be accessed by only one student and/or teacher/carer at a time.</p> <p>Children are not permitted to ascend or descend the stairs within the immediate vicinity of a supervising adult.</p> <p>Staff will issue safety instructions before ascent and descent.</p>

			Overcrowding	The main telescope dome is limited to 20 children, one adult/teacher and one staff member for a total of 23 people at a time
Outdoor telescope	Pre-School –12+	Trained staff and Teachers / Carers	Eye damage by looking directly at the unfiltered sun	This telescope can be set up, with prior arrangement, to permit access to a solar telescope in the Observatory grounds. This telescope is capable of looking at the Sun in complete safety, but it is essential that children and adults are made aware, prior to the visit, of the dangers of looking directly at the Sun without the correct solar filters. Safety protocols are in place and clearly communicated to visitors.
Night time viewing  Viewing through telescope	Pre-School -12	Trained Staff/Teachers	Poor lighting and activities are under the night sky without lighting  Telescope can move if used for balance and a chair is used to kneel upon if student is too short to see	Students to remain sitting between turns at telescope and time is taken to allow eyes to be night adapted naturally as all lights/mobile devices are discouraged. Seating of students is done before lights go out and as eyes adjust then activities requiring movement will occur. Students are shown about how the telescope works and instructed in procedure for using it prior to lights going out.
Leaving the site	Pre-School –12+	Trained staff and Teachers / Carers	Lost Property  Lost or unaccounted Learners	Report any lost property to staff.  Keep students together and under direct supervision at all times. Teachers should conduct a head count before leaving the site and inform Observatory staff if any student is missing.
<b>Other requirements</b> <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring.</i>	Weather can be variable and warm clothes are recommended to bring along for evening star gazing sessions. Closed shoes are also encouraged. In warm weather water, sunscreen and hats are encouraged.			
	No food or drink may be taken beyond the cloakroom except for medical needs			

<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	<p>Supervision - teachers / carers need to maintain direct supervision at all times during their visit to the Observatory. Every adult accompanying the Learners is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to control the group alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Observatory.</p> <p><b>ONE adult supervisor from the school per 20 children is required.</b></p>
<b>Access</b>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Emergencies</b>	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The Observatory has full evacuation procedures in case of emergency, threat, fire, and other natural disasters. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.</p>
<b>Construction/ Maintenance/ Repair</b>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>First Aid</b>	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please note: If you have students who have allergies and/or require specific medication, please bring it with you. The Observatory staff are not allowed to give medication to students.</p>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue