



Timbertown Education Program OH&S GUIDELINES FOR SCHOOL VISITS TO TIMBERTOWN

Timbertown has developed the following OH&S guidelines for Timbertown as a result of risk assessment studies carried out in the following areas.

Steam Train Rides
Tractor Carriage Ride
Miniature Train
Fire/High winds
Cedar Creek Goldfields
General open areas
Lake

These guidelines are designed to eliminate and/or minimise any areas of risk at Timbertown and may be used by schools in developing their own school excursion risk assessment studies.

For your visit primary schools will need 1 teacher/guardian to 10 students for safety reasons. Primary school children need to be supervised at all times during their visit. There is to be no free time wandering around unsupervised this is to ensure safety at all times.

High schools will need appropriate numbers of teachers to supervise children.

Steam Train Ride

Students must comply with instructions given by railway staff
Teachers/Guardians are to control students on entrance platform and around station
During train ride students are to remain seated until train stops. Arms and heads need to remain in the carriage at all times not out the window for safety reasons.
Each carriage is to have at least one teacher/guardian supervising students during the train ride.
Students are to remain seated until the train has become stationary then exit in an orderly manner
A teacher/guardian must accompany children on the train. At least one teacher per carriage.

Tractor and Carriage Ride

Students are to comply with instructions given by staff
Students must be under supervision of at least one teacher during wagon ride
Students must remain seated whilst on carriage whether mobile or stationary
A duty of care must be exercised by the teacher/guardian whilst students are around the tractor.
Visitors must not sit in the carriage until the driver is ready for you.
A teacher/guardian must accompany children on the carriage. At least one teacher per carriage.

Miniature Train Ride

All students must follow the instructions of the driver at all times.

Enclosed footwear must be worn.

Stay seated at all times until the driver instructs you. Each trip must have 1 teacher/guardian to supervise children at all times.

Fire

In the event of a fire, staff and students will be directed to the assembly area which is the **bullock oval** where head counts will be conducted.

The staff and students will be directed to the safest exit by Timbertown staff.

High Winds

In the event of high winds the Timbertown Manager will inform the school staff that the park will be closed and direct staff and students to the safest exit.

Cedar Creek Goldfield

The goldfield area does have a shallow stream creating a water hazard.

Our staff monitor this area during school visits and explain to children the importance of safety prior to panning. Students are asked not to run on or climb large rocks while in area.

A duty of care must be exercised by the teacher/guardian while students are in this area.

Students are to comply with staff directions.

General Information

A First Aid site is available at Wallaces, Reception, train station and staff have access to smaller kits around the park.

Sunscreen and Insect Repellent recommended

If an urgent phone call is to be made, see Wallaces as they have communication with reception.

In case of emergency (e.g. fire), park staff will carry out emergency evacuation procedures

Students please leave backpacks outside shops.

Number of students is to be limited to 10 at a time inside shops. Students are asked to be considerate to other customers. Please understand that your school will be held accountable for any wilful damage caused by your students.

Please do not litter, we do have many garbage bins.

General Open Areas

Timbertown covers an area of 87 acres most of which is bushland.

During your visit to Timbertown we ask that students be supervised in all areas of the park at all times

We ask that all visitors to the park respect our heritage items and surrounds.

We hope you find your visit to Timbertown both educational and enjoyable.

Lake

We do have a lake at Timbertown which is located near the sawmill. It is an open area so we do ask that teachers supervise children at all times especially while in this area.