

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSION

<b>Venue Name</b>	Auseco Education			
<b>Location</b>	Long Reef Beach, Pittwater Rd, Collaroy			
<b>Phone / Fax Number</b>	9970 6456	<b>Mobile Number</b>	0413 892 590	
<b>Web Address</b>	www.auseco.com.au	<b>Email Address</b>	info@auseco.com.au	
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input 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>
Conducting environmental testing	Year group / stage specific	Science / education degrees / masters	equipment breakage, cut from equipment	Students are instructed in the safe use of all equipment and any associated risks. Broken equipment will be collected and discarded by instructor.
Examining animals and plants	Year group / stage specific	Science / education degrees / masters	stings and bites	Students are warned of any potentially dangerous animals, all excursions have trained first aid providers that carry first aid kits.
Walking in sand dunes	Any	Guiding experience	trip over, twists or sprains	AUSECO instructor leads at a steady pace along sandy beach paths
Walking to the top of headland	Any	Guiding experience	trip over, twists or sprains, hit by golf ball, fall from cliff	AUSECO instructor leads at a steady pace along existing paths (fenced where available), warnings about golf balls and steep cliff edge are given. Students are instructed to walk on footpath and stay away from cliff edge.
Public Area	Any	Guiding experience	syringe risk, broken glass, dog bites	Students are warned of dangers in public areas, shoes must be worn at all times. Students are instructed not to pat dogs if approached.
Exposure to sun	Any	Guiding experience	sunburn / sunstroke	Students are reminded to apply sunscreen, wear hats and drink water. Any available shade is utilised.
Excursion location	Any	first aid training Guiding experience	bad weather, big waves	If weather conditions are particularly hazardous a decision on whether or not to proceed will be made in consultation with the teachers / school

Crossing roads & car parks	Any	Guiding experience	hit by car or trip on curb	Students will cross roads in supervised groups with warnings about crossing safely, quiet roads where possible.
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<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
testing equipment - clinometers, soil pH kits, anemometers, sand sieving kits, compasses, soil moisture meters, tape measure	
identification charts and plant keys	
aerial photos, historical photos, satellite images, cadastral maps	
	<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"/>

<b>Other requirements</b> <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>	shoes that can get wet and are securely attached to feet
	sun screen, hats, water bottle, insect repellent, medication/EpiPen (if allergic to insect bites)
	wet weather gear - raincoats

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	safety and equipment instructions for all activities
	all activities are guided and supervised by AUSECO staff
	all excursions have a trained first aid officer and first aid kit

<b>Access</b>	<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"/>
	<i>Are disabled toilets available?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<b>Emergencies</b>	<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"/>

<b>Construction/ Maintenance/ Repair</b>	<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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<b>First Aid</b>	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<b>Child-related employment</b>	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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commission for Children and Young People		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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.			