

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

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| Venue Name | AUSECO Excursions | | | |
| Location | Bradley's Head, Bradley's Head Rd, Mosman | | | |
| Phone / Fax Number | 9970 6456 | Mobile Number | 0404 471 318 | |
| Web Address | www.auseco.com.au | Email Address | auseco@optusnet.com.au | |
| Insurance | Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | |
| Activity/program <i>Please list</i> | Recommended age group/fitness level/ prerequisite skills | Staff accreditation/ competence <i>for this activity/program</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> |
| Conducting environmental testing | Year group / stage specific | Science / education degrees / masters | thermometer breakage | Alcohol thermometers instead of mercury, students are instructed in 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 to rock platform | Any | Guiding experience | trip over, twists or sprains | AUSECO instructor leads at a steady pace along gravel / paved / fenced path. |
| Walking on rock platform | Any | Guiding experience | slipping, cuts from rocks or shells | AUSECO instructor leads at slow pace along the safest route, students are instructed in the best way to walk on platform and risks to watch out for, boundaries are set to keep students away from waves or rock edges, all students must wear shoes that are securely attached to their feet. |
| Working near edge of rock platform | Year group / stage specific | Guiding experience | falling from platform, wave impact | AUSECO instructor set boundaries, students are instructed to keep their eyes on surroundings and not turn their back to ocean side. AUSECO instructor carries safety throw. |
| Bush walking | Any | Guiding experience | trip over, twists or sprains, insect bites (leeches, bees, mosquitos, ticks, | AUSECO instructor leads at a steady pace along graded tracks and all students must wear appropriate covered footwear. Students use own insect repellent and apply before bushwalk starts. |

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| | | | ants) | Students with allergies to bites bring own medication/EpiPen. |
| Excursion location | Any | Guiding experience, first aid training | 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. |
| Exposure to sun | Any | Guiding experience | sunburn / sunstroke | Students are reminded to apply sunscreen, wear hats, drink water. Any available shade is utilised. |
| Public Area | Any | Guiding experience | syringe risk, broken glass | Students are warned of dangers in public areas, shoes must be worn at all times. |
| Crossing roads & carparks | Any | Guiding experience | hit by car or trip on road / kurb | Students will cross in supervised groups with warnings about crossing safely, quiet roads where possible. |

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| Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i> | |
| animal catching equipment | sampling equipment - quadrats, tape measures |
| identification charts, plant keys | high visabilty vests, safety throw |
| testing equipment - thermometers, refractometers, water pH kits | <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"/> |

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| 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> | covered shoes that can get wet and are securely attached to feet |
| | sun screen, hats, insect repellent, medication/EpiPen (if allergic to insect bites) |
| | wet weather gear - raincoats |

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| Supervision/services <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 |

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

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| Emergencies | Are emergency procedures in place in the venue? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | Are staff trained to deal with emergency situations? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Construction/ Maintenance/ Repair | Are licensed personnel used for all construction, maintenance and repair work? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| First Aid | 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"/> |
| Child-related employment | 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. | | |