

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	AUSECO Excursions			
<b>Location</b>	Pyrmont/Barangaroo: Changing Places/Urban Study			
<b>Phone / Fax Number</b>	9970 6456	<b>Mobile Number</b>	0404 471 318	
<b>Web Address</b>	www.auseco.com.au	<b>Email Address</b>	auseco@optusnet.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	Students are instructed in the safe use of all equipment and any associated risks.
Walking in urban places	Any	Guiding experience	trip over, twists or sprainss	AUSECO instructor leads at a steady pace along sidewalks and pedestrian areas.
Public Area	Any	Guiding experience	syringe risk, broken glass, contact with other members of the public or dogs	Students are warned of dangers in public areas, shoes must be worn at all times. Students stay in groups and are kept within eye sight of teachers and AUSECO guides at all times.
Exposure to sun	Any	Guiding experience	sunburn / sunstroke	Students are reminded to apply sunscreen and wear hats, any available shade is utilised.
Crossing roads	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, traffic lights where possible.
Excursion location	Any	first aid training Guiding experience	close to wharves / water, bad weather	Students are instructed to stay a safe distance from the edge. If weather conditions are particularly hazardous a decision on whether or not to proceed will be made in consultation with the teachers / school.
Ferry	Any	Guiding experience	fall overboard	Students are warned of dangers and monitored at all times.

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
testing equipment - sound pressure meters, range finders	
maps	
aerial and historic photos	
	<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>	covered walking shoes
	sun screen, hats, water bottle
	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"/>

<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.			