

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	AUSECO Excursions			
<b>Location</b>	Mt Keira, Queen Elizabeth Drive, Mt Keira			
<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, cut from equipment	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.
Bush walking	Any	Guiding experience	trip over, twists or sprains, insect bites (leeches, bees, mosquitos, ticks, ants)	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. Students with allergies to bites bring own medication/EpiPen.
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	Guiding experience, first aid training	bad weather / bush fires	If weather conditions are particularly hazardous a decision on whether or not to proceed will be made in consultation with the teachers / school
Using lookout	Year group / stage specific	Guiding experience	fall off lookout	AUSECO instructor leads at a steady pace and identifies safe boundaries from edge. Students are warned of potential risk and instructed to stay seated at unfenced lookout.

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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<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
testing equipment - such as thermometers, refractometers, soil pH kits, water pH kits, turbidity tubes, range finder, moisture metre, coverscope	aerial photos, satellite images
sampling equipment - quadrats, tape measures	
animal catching equipment	
identification charts, plant keys	
microscopes, hand lenses	<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>	appropriate covered footwear
	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.			