

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	AUSECO Excursions			
Location	Narrabeen Rock Platform, off Ocean Street			
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	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.
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.
Excursion location	Any	Guiding experience, first aid	bad weather, big waves	If weather conditions are particularly hazardous a decision on whether or not to proceed will be

		training		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.
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.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

testing equipment - thermometers, refractometers, water pH kits	safety throw
sampling equipment - quadrats, tape measures	
animal catching equipment	
identification charts	
high visabilty vests	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements

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

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

Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc

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

Access

Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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.		