

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	COOMA COTTAGE			
Location	YASS VALLEY WAY, YASS / PO BOX 98, YASS, 2582			
Phone number	(02) 6226 1470	Fax number	(02) 6226 3024	
Web address	www.nsw.nationaltrust.org.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>
Travellers Tales	Years 3 to 6 Fitness NA Pre-requisite skills NA	Trained volunteers	1. Uneven surfaces on pavement areas 2. Unsafe ceiling in parts of house 3. Snake risk in paddock on way to camp 4. interference from other visitors	1. Visitors made aware of this before starting tour 2. restricted entry to unsafe areas 3. Paddock is regularly mown and before school visits is mown and checked 4. students are with trained guides and teachers at all times
House Tour	Years K- 12 Fitness NA Pre-requisite skills NA	Trained volunteers	1. Uneven surfaces on pavement areas 2. Unsafe ceiling in parts of house 3. interference from other visitors	1. Visitors made aware of this before starting tour 2. restricted entry to unsafe areas 3. students are with trained guides and teachers at all times
Exploring History	Years 7 - 10 Fitness NA Pre-requisite skills NA	Trained volunteers	1. Uneven surfaces on pavement areas 2. Unsafe ceiling in parts of house 3. interference from other visitors	1. Visitors made aware of this before starting tour 2. restricted entry to unsafe areas 3. students are with trained guides and teachers at all times

Please note that the information provided above was current as at <insert date>. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Lanterns, saucepans, compass, blankets, hats & costumes, plates	
N/A	
	<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"/>

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>	Sturdy footwear and sunscreen required
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Introduction, briefing, guided tours and program activities provided by venue staff and volunteers	
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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 checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Emergencies	<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"/>
Construction/ Maintenance/ Repair	<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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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 checked="" type="checkbox"/>	No <input 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 type="checkbox"/>	No <input checked="" 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?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input type="checkbox"/>	No <input checked="" 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."			

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