

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	DUNDULLIMAL HOMESTEAD			
Location	OBLEY ROAD, DUBBO, 2830			
Phone number	(02) 6884 9984 (02) 6884 6063	Fax number	(02) 6884 9772	
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>
TWO PEOPLE, ONE PLACE	YEARS K-6 Fitness N/A Prerequisite skills N/A	Education Officer, trained teacher. Volunteer guides trained at venue	1- snake & spider bite, bee stings, insect bites, animal bites 2- Steps and uneven surfaces 3- Low verandah roof 4- Falling from moving vehicle 5- Interference from members of the public	1- This is a low risk hazard, school are warned of the hazard and repellent recommended, appropriate footwear and clothing worn. Area where risk most likely to occur is avoided as much as possible, grass areas are regularly mown. Animals such as horses are under the supervision of adults. 2- Mainly in exterior area, warning and adult supervision 3- Warning and adult supervision 4- Protective barriers around trailer, vehicle travels at slow speed. 5- students are under constant supervision by venue staff or accompanying teachers & adults
A DUBBO DIG	YEARS 7-8 Fitness N/A Prerequisite skills N/A	Education Officer, trained teacher. Volunteer guides trained at venue	1- Snake & spider bite, bee stings, insect bites, animal bites 2- Steps and uneven surfaces 3- Low veranda roof	1- This is a low risk hazard, school are warned of the hazard and repellent recommended, appropriate footwear and clothing worn. Area where risk most likely to occur is avoided as much as possible, grass areas are regularly mown. Animals such as horses are under the supervision of adults.

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			4- Falling branches 5- Interference from members of the public	2- Mainly in exterior area, warning and adult supervision 3- Warning and adult supervision 4- Avoiding area where risk is greatest, concil regularly inspects trees in area. 5- students are under constant supervision by venue staff or accompanying teachers & adults

Equipment	
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Paper products, costumes and hats	

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	<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>	Hats, sturdy footwear, sunscreen, drinking water. Warm clothes in winter
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	briefing, floating supervision of activities.
	briefing, floating supervision of activities

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

Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i> Yes <input type="checkbox"/> No <input checked="" 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 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 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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