

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Total Agricultural Centre (information current as at 23 May 2005)			
<b>Location</b>	Total Road, Paterson, NSW 2421			
<b>Phone number</b>	4939 8901	<b>Fax number</b>	4939 8919	
<b>Web address</b>	www.tocal.com			
<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>
Observe beef cattle in yards or paddocks	Low level	Tour Guide/farm staff	Very low risk	Visitors to remain with group, no actual contact with cattle, no climbing on fences
Watch horse training display in skills arena or yards	Low level	Tour Guide/farm staff	Very low risk	Visitors to observe from fence line, no climbing on fences
Pat a horse	Low level	Tour Guide/horse stud staff	Low risk	Group remains together at fence, only two children to be patting horse, horse controlled by handler, children monitored by staff.
Feel a sheep	Low level	Tour Guide/farm staff	Low risk	Group gathers around sheep in race, feel sheep's fleece, sheep managed by farm staff, children monitored by Tour Guide
See inside the wool shed	Low level	Tour Guide	Low risk -some inactive machinery.	Visitors to remain with group, monitored to not interfere with machinery, guards on moving parts
Visit dairy	Low level, not suitable for wheelchairs	Tour Guide	Low risk - stairs, narrow gateways	Visitors to remain with group, stairs/gateways mentioned prior to exiting bus, no contact with cows

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

	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>

Yes  No

<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>	Suitable sturdy shoes
	Hat/sunscreen

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Tour Guide to control the group and the activities; to point out potetial hazards as apprpriate
	Farm staff to support tour guide and provide major part of livestock handling at each site

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

<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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	<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 checked="" type="checkbox"/>	No <input 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? Dept of Primary Industry Child-related Employment Checking Process		
	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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