

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Total Homestead - (information current as at 23 May 2005)			
Location	Total Road, Paterson, NSW 2421			
Phone number	4939 8901	Fax number	4939 8919	
Web address	www.tocal.com			
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>
Guided tour	Low level	Tour Guide	Low risk-some uneven ground	Visitors to remain with group, - point out hazards
Dressing up	Low level	Adult supervision	Very low risk - possible trip hazard	Ensure children do not run in long dresses or long pants
Water carrying	Low level	Adult supervision	Low risk	Monitor fullness/weight of buckets and position of yoke on shoulders
Washing	Low level	Adult supervision	Very low risk	Ensure students work as a team to wash and hang sheets
Horse works	Medium fitness	Tour Guide	Low risk -trip hazards	Monitor children, give clear instructions, ensure they work as a team, run at a steady pace
Games - Skipping ropes, elastics	Low level	adult supervision	Low risk	Monitor student activities
Venue as a whole	low	tour guide	seasonal environmental factors - low risk	insect bites, sunburn, uneven ground/floors in places. Bring these to student's attention where appropriate.

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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Dress up clothes	Skipping ropes, 'elastics', knuckles, marbles, horseshoes, tincan stilts, hoops
wooden pails and individual yokes	Sheets, washboard, wash tubs and Sunlight soap
Horse works	Rope or leather 'harness'
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input 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>	Suitable sturdy shoes
	Hat/sunscreen
	Own lunch/drinks

Supervision/services <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 potential hazards as appropriate

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 checked="" type="checkbox"/>	No <input 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"/>

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**Construction/ Maintenance/
Repair**

*Are licensed personnel used for all construction, maintenance
and repair work?*

Yes No

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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 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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