

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	Abercrombie Caves via The Bathurst Goldfields			
<b>Location</b>	Goulburn Road Trunkey Creek NSW			
<b>Phone / Fax Number</b>	02 6332 2022	<b>Mobile Number</b>	0437 822 211 (Keith Gossland)	
<b>Web Address</b>	bathurstgoldfields.com.au	<b>Email Address</b>	info@bathurstgoldfields.com.au	
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Partnerships relating to the development of this activity/site</b>	<p>National Parks and Wildlife Services – Abercrombie Caves Division (Contact: Stephen Babka)  All proceeds from this site will be given to the Abercrombie Caves NPWS. The funds are used for conservation works and to further develop educational tours in the area. Stephen and his staff will provide guided access to the caves region.  <a href="http://www.nationalparks.nsw.gov.au/camping-and-accommodation/campgrounds/abercrombie-caves-campground">http://www.nationalparks.nsw.gov.au/camping-and-accommodation/campgrounds/abercrombie-caves-campground</a></p>			
<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>
Alight from Bus	Any	Supervisory experience, first aid training	Trip, Fall	Students are instructed to take care, use hand rail and not to jump.
Encounter with animal	Any	Guiding experience first aid training	Stings and bites	Students are warned of any potentially dangerous animals, all excursions have trained first aid providers that carry first aid kits
Walking on roadways	Any	Guiding experience first aid training	Trip, Slip, Fall. Hit by vehicle.	Caves Tour Guide leads at a steady pace along existing paths and tracks (fenced where available). Students warned to remain in a group and not to run with warnings about vehicles, kerbing, slippery surface, etc.
Walking on Creek banks (unfenced)	Any	Supervisory experience	Slip, Trip, Fall, Fall into creek	Students warned of the dangers of walking to close to the creek.
Walking on external paths and tracks (fenced/unfenced)	Any	Guiding experience first aid training	Trip, Slip, Fall	Caves Tour Guide leads at a steady pace along existing paths and tracks (fenced where available). Students instructed to remain on path and not to run with warnings about steps, loose surface, rock faces etc.

Walking on cave paths (fenced/unfenced)	Any	Guiding experience first aid training	Trip, Slip, Fall	Caves Tour Guide leads at a steady pace along existing paths and tracks (fenced where available). Students instructed to remain on path and not to run with warnings about steps, wet and slippery surface, rock faces, overhangs etc.
Crossing via swing bridges (fenced)	Any	Guiding experience	Slip, Trip, Nausea, Vomiting, Phobia	Caves Tour Guide leads at a steady pace. Students instructed to walk single file at constant pace. No running or jumping or purposefully creating excess sideways motion.
Crossing via permanent concrete bridges and causeways (unfenced)	Any	Guiding experience	Slip, Trip, fall into creek	Caves Tour Guide leads at a steady pace. Students instructed to walk single file at constant pace, no running and remain in centre of causeway/bridge. Alternate crossing to be used if water is over causeways
Climbing Ladders	Any	Guiding experience	Slip, Trip, Fall	Cave Tour Guide instructs students hold both handrails and face ladder at all times.
Viewing cave rock formations	Any	Guiding experience first aid training	Slip, trip,	Cave Tour Guide instructs students on safety process and not to touch any formations.
Public area, Park, Camping ground	Any	Guiding experience first aid training	Syringe risk, broken glass	Students are warned of the dangers of public areas. Covered in shoes to be worn at all times
Exposure to the Sun	Any	Guiding experience first aid training	Sunburn/Sunstroke	Students are reminded to apply sunscreen and wear hats. Water bottle recommended and available shade utilised.
Roads	Any	Guiding experience	Hit by a car or trip on curb	Students will cross in supervised groups with warnings about crossing safely, quiet roads only
Excursion location	Any	Guiding experience first aid training	Inclement weather	If weather conditions are particularly hazardous a decision on whether or not to proceed will be made in consultation with the teacher/school and NPWS
Grove Creek / streams	Any	Guiding experience First Aid training	Slip into creek	Creek is low level but students can slip from the bank while panning. Students to have adequate footwear and pan from safe zones designated by Tour guide.
Grove Creek species identification in waterway	Any	Guiding experience, Water rescue first aid	Slip into creek (shallow creek system), sting or bite from water species	Students will be briefed on expected behaviour around a creek/water system. Students are to wear disposable gloves and not to touch water species directly.

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Water testing kits	Activities sheets for additional tasks if required
Measuring instruments including tapes and rulers	Topographic maps for the areas
Cameras, i-pads and phones can be used for photography	Wildlife identification booklets – animals, plants and birds.
Panning equipment for Grove Creek panning task	Magnified glasses, test tubes and tweezers
Disposable gloves	<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"/>
<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>	Covered in pattern sole shoes that can get wet. Long trousers/pants. Long sleeved shirt. Hat. Cool weather jacket
	Sunscreen, lip balm, Water bottle (full)
	Wet weather gear – raincoat. Students should bring a change of clothes in case they get wet during water based activities.
	Schools to brief students prior to excursion about the importance of not touching any of the cave features. Tour guides and NPWS Officers will re-explain. Any student found damaging cave formations will be reported to NPWS.
<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Safety instructions for all activities.
	All activities are guided and supervised by Abercrombie Caves and Goldfields staff.
	All excursions have a trained first aid officer and first aid kit.
<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 type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Emergencies</b>	<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"/>
<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"/>

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