

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Bathurst Courthouse			
Location	Bathurst Courthouse, Russell Street, Bathurst.			
Phone / Fax Number	02 6332 2022	Mobile Number	0437 822 211 (Keith Gossland)	
Web Address	bathurstgoldfields.com.au	Email Address	info@bathurstgoldfields.com.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>
Alight from Bus	Any	Supervisory experience, first aid training	Trip, Fall	Students are instructed to take care, use hand rail and not to jump.
Walking to cross the roadways to move to next excursion location after the Bathurst Courthouse	Any	Guiding experience, teacher instructions first aid training	Trip, Slip, Fall. Hit by vehicle.	Teachers and Guide leads students across crossing near George Street and Russell Street roundabout. Students warned to remain in a group and not to run with warnings about vehicles, kerbing, slippery surface, etc. OR cross at lights at William Street end.
Public Areas	Any	Guide experience, school teachers/supervisors, first aid training	Trip, slip, fall, contact with unknown public	Students to remain in allocated groups under supervision of teachers
Public Toilets	Any	Appropriate gendered teacher or guide to remain outside toilet blocks	Contact with unknown public	Students are to remain in a group when using public toilets. Appropriate gendered staff member to remain outside toilet block. No single students to enter toilet blocks
Public Areas within park	Any	Guide experience and first aid training	Contact with broken glass, syringe etc	Students warned of dangers in public places, to wear covered shoes at all time, report any concerns immediately to staff.
Exposure to sun	Any	Guiding experience and 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 car or trip on curb	Students will cross roads in supervised groups with warning about crossing safely, road relatively quiet, crossing and lights to be used
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.
Wet Weather	Any	Guiding experience First Aid training	Slip, exposure, students wet	Students advised to bring wet weather gear – raincoats, umbrellas, change of clothes, appropriate footwear.
Students to complete written activities around the wings of the Bathurst Courthouse	Any	Guiding experience First Aid Training	Lost while completing the task	Students to be aware of a point to attend if they become lost from the main group. Buses will remain on Russell Street if any students lose the group. Students also have mobile phones with Bathurst Goldfields number.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Bathurst goldfields Educational booklets for students to complete	
Mobile phones in case of emergency (staff member from Bathurst Goldfields to check students have contact details for the Bathurst Goldfields)	
	<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>	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.
	Schools to brief students prior to excursion about the importance of not leaving the group of going into the public toilets without notifying staff and attending toilets in a group. Tour Guide from Bathurst Goldfields to explain activities and expectation.

Supervision/services <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 Bathurst Goldfields- Education Centre staff. Their supervision does not replace the role and responsibilities of school staff members.

	All excursions have a trained first aid officer and first aid kit.	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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"/>

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? 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.			