

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Bathurst Cemetery			
Location	Mid-Western Highway – student to be dropped on Dean Street.			
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"/>			
Partnerships relating to the development of this activity/site	Family History Group of Bathurst Inc. http://bathurstfhg.asn.au/ Contact: Dianne Barnes Proceeds from this site will be given to the Family History Group of Bathurst to help them further restore the cemetery in Bathurst.			
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.
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 Located at the playground at Brooke Moore Park. No disabled access	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 cemetery	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 not be crossing roads. Students receive 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.
Observation of graves while walking around sites	Any	Guiding experience First Aid Training	Slip, trip on graves or on uneven surfaces	Students to remain away from the allocated pathways, not to walk near headstones or over graves. Vital students complete ethics section of activities and listen to expert guide instructions.

Equipment

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

Bathurst goldfields Educational booklets for students to complete	Camera, photography equipment
Mobile phones in case of emergency (staff member from Bathurst Goldfields to check students have contact details for the Bathurst Goldfields)	
	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? 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.
	In accordance with the requirements of respecting graves and the cemetery site. Students are not to damage any headstones and not to mistreat the sites. Students need to behaviour and speak with respect about the sites visited. Students need to observe the expectations they are briefed on prior to the commencement of activities. Students with any cultural practices that inhibit them completing this task can complete an alternative activity.

Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc

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>	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"/>
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.			