

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

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| <b>Venue Name</b>  | Kings Parade – for Bathurst Bushrangers Task   |  |  |  |
| <b>Location</b>  | Kings Parade, Russell Street, Bathurst.  |  |  |  |
| <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>Activity/program</b><br><i>Please list</i>  | <b>Recommended age group/fitness level/ prerequisite skills</b>  | <b>Staff accreditation/ competence</b><br><i>for this activity/program</i> | <b>Potential risks</b><br><i>List hazards/risks related to each activity/program and the venue</i> | <b>Control Strategies</b><br><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. Students not to move beyond Church Street. |
| 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 Machettie Park)   | 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.   |

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| 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<br>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<br>First Aid training | Slip, exposure,<br>students wet | Students advised to bring wet weather gear – raincoats, umbrellas, change of clothes, appropriate footwear.  |
| Students to complete written activities around Kings Park and William Street | Any | Guiding experience<br>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. |

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| <b>Equipment</b><br><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><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| <b>Other requirements</b><br><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. |

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| <b>Supervision/services</b><br><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. |

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|  | 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><br><i>Is the venue wheelchair accessible?</i><br><i>Are disabled toilets available?</i> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| <b>Emergencies</b>                       | <i>Are emergency procedures in place in the venue?</i><br><i>Are staff trained to deal with emergency situations?</i>  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>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 type="checkbox"/>            | No <input checked="" type="checkbox"/> |

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| <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. |   |   |                             |