



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Wirraminna Environmental Education Centre			
Location	Lot 40 Howlong Rd Burrumbuttock NSW 2642			
Phone number	02 60 293 185	Fax number	N/A	
Web address	www.wirraminna.org			
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>
Cross curriculum environmental educational activities including: Ghost Hunt Bird Hunts Animal Habitats Bush Treasure Hunts Discovery Trails Art Orienteering Photography	Early stage one to stage 6	Qualified teachers and staff	Snakes/insects bites Falling limbs from trees and low hanging branches Gravel tracks Allergic reactions to insects and plants Bushfire	All staff to look on ahead for snakes, fallen limbs. Staff to inform students of snakes and what to do if one is seen on arrival at the centre. Staff to be prepared for relevant allergies students may have. Park not used on days of total fire ban.
Water and Macroinvertebrate Surveys	Early stage one to stage 6	Early stage one to stage 6	Water quality testing with chemicals	Alkaline and acidity tests done by staff prior to children arriving at centre.

Equipment

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

Gloves and goggles to be worn by teachers when testing water quality.

Dip nets and waders to be worn if going near water.

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes No

Other requirements

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

Enclosed footwear to be worn at all times

Sunscreen and hats to be worn outdoors

Insect repellent available if needed

Supervision/services

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

Briefing to all visiting staff and students upon arrival to centre on snakes and weather.

Access

Are access to and egress from the premises safe and without risk to health? Yes No

Is the venue wheelchair accessible? Yes No

Are disabled toilets available? Yes No

Emergencies

Are emergency procedures in place in the venue? Yes No

Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes No

Construction/ Maintenance/ Repair

Are licensed personnel used for all construction, maintenance and repair work? Yes No

First Aid

Are first aid kits available for each activity? Yes No

Is there a trained first aid officer at the venue? Yes No

Is a first aid room available? Yes No

Child-related employment

Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?

If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening? Yes No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes No

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 Communities on (02) 9836 9200.

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.