

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	NORMAN LINDSAY GALLERY			
Location	14 NORMAN LINDSAY CRESCENT, FAULCONBRIDGE, 2776			
Phone number	(02) 4751 1067	Fax number	(02) 4751 5845	
Web address	www.nsw.nationaltrust.org.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>
FANTASTIC VISIONS	YEARS 10-12 Fitness level N/A prerequisite skills N/A	Staff trained to do program, volunteers assist with program	1- Uneven surfaces and bush steps in grounds. 2- Overhanging branches in grounds. 3- Snake and insect bites. 4- Getting lost in surrounding bushland 5- Bushfire risk 6- Interference from members of the public.	1- Visitors made aware of this, where necessary group divided into smaller groups and guided down steps. gradual improvement of surfaces. 2- Visitors made aware of this, supervision of groups and regular maintenance of garden. 3- Visitors made aware of risk, regular mowing of grassed area. 4- Students are under constant supervision by venue staff and accompanying teachers. 5- Evacuation procedures in place, Bushfire brigade in close proximity to venue. Maintenance of property and fire prevention strategies. 6- Students are under constant supervision by venue staff and accompanying teacher
ANIMALS IN ARCADIA	YEARS 5-6 Fitness level N/A prerequisite skills N/A	Staff trained to do program, volunteers assist with program	AS ABOVE	AS ABOVE
HOUSE AND GALLERY TOUR	YEARS 5-12 Fitness level N/A prerequisite level N/A	Staff and volunteers trained to do tours	AS ABOVE	AS ABOVE

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

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Pencils, backing boards	
	<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>	Sturdy shoes, sunhats, sunscreen,
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Introduction to property, guided tours, overview of activities and supervise conclusion.	
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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 checked="" 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"/>

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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 checked="" type="checkbox"/>	No <input 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 type="checkbox"/>	No <input checked="" 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?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input type="checkbox"/>	No <input checked="" 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."			

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