

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	SAUMAREZ HOMESTEAD			
Location	NEW ENGLAND HWY, ARMIDALE, 2350			
Phone number	(02) 6772 3616	Fax number	(02) 6772 0416	
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>
FROM THE Paddock TO THE PLATE	YEARS 5-6 Fitness N/A Prerequisite skills N/A	Volunteers trained to deliver program by venue staff	1- Stairs within house 2- Uneven surfaces within grounds 3- Snake and spider bites 4- Low beams on outside structures	1- Visitors are warned and supervised while climbing stairs 2- Students are advised not to run on uneven surfaces 3- Grounds are mown regularly and advised of possibility of presence of snakes 4- Signs indicate where there are low beams
HOUSE TOURS	YEARS 3-9	Volunteers are trained to do program by venue staff	1- Stairs within house 2- Uneven surfaces within grounds 3- Snake and spider bites 4- Low beams on outside structures	1- Visitors are warned and supervised while climbing stairs 2- Students are advised not to run on uneven surfaces 3- Grounds are mown regularly and advised of possibility of presence of snakes 4- Signs indicate where there are low beams

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>	
Boxes containing artifacts	
	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>	Sturdy footwear, sun protection, insect repellent for summer months. Warmer clothes in winter months.
	Sturdy footwear, sun protection, insect repellent for summer months. Warmer clothes in winter months

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Introductory briefing, guided tour, supervision of activities.
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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 type="checkbox"/>	No <input checked="" 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 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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