

## VENUE AND SAFETY INFORMATION FOR SCHOOLS



Venue name	Orange Aquatic Centre		
Location	Cnr Hill Street and Warrendine Street		
Phone number	0206393 8690	Fax number	02 6361 8215
Web address	<a href="http://www.orange.nsw.gov.au">www.orange.nsw.gov.au</a>		
Insurance	Does the venue have public liability cover?		Yes ✓



### Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Council staff may guide the activity, however, total supervision remains the sole responsibility of the school/organisation.
- It is also the responsibility of the visiting organisation to ensure that the visit is endorsed and covered by the school's/organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.

### Pre-Visit

- Teachers/ organisers must review the "Venue and Safety Information" form and the "OH&S Risk Assessment & Control Plan".
- All participants should be informed of relevant control measures and behavioural requirements.

### Upon Arrival

- Teachers/organisers must sign in, noting numbers, prior to entry and comply with all instructions given by Council Staff.
- Orange City Council Staff will provide a brief safety induction.

## Orange Aquatic Centre

<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
School Swimming Carnival	School Age Children	Teachers/Supervisors (Min 2) Bronze Medallion	Drowning Sun Exposure Injuries	Teachers and Supervisory Staff trained in water rescue, resuscitation and first aid
Learn to Swim	All Ages	Teachers/Supervisors Aus Swim Accreditation	Drowning Minor injuries Sun Exposure	Teachers and Supervisory Staff trained in water rescue, resuscitation and first aid
Private carnivals	All Ages	Teachers/Supervisors (Min 2) Bronze Medallion	Drowning Sun Exposure Injuries	Supervisory Staff trained in water rescue, resuscitation and first aid
School Sport	School Age Children	Teachers/Supervisors (Min 2) Bronze Medallion	Drowning Sun Exposure Injuries	Teachers and Supervisory Staff trained in water rescue, resuscitation and first aid
School Activity Day	School Age Children	Teachers/Supervisors Aus Swim Accreditation	Drowning Minor injuries Sun Exposure	Teachers and Supervisory Staff trained in water rescue, resuscitation and first aid

### Equipment

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

First Aid Equipment, Shade Structures

*Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?*  
Yes

### 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*

Sun Screen, Hats, Towels, Appropriate Foot Ware

## Orange Aquatic Centre

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Site Induction Provided Access to First Aid Equipment, Oxyviva,		
	Lockers provided at cost		
	Min of two Council staff provided		
<b>Access</b>	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	
<b>Emergencies</b>	Are emergency procedures in place in the venue?	Yes ✓ No	
	Are staff trained to deal with emergency situations?	Yes ✓ No	
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	Yes ✓ No	
<b>First Aid</b>	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	
<b>Child-related employment</b>	Some employees of our organisation are 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"/>		
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commissioner for Children & Young People	<b>Response –</b> There are several staff at this venue who have completed a Prohibited Employment Declaration and may have undergone employment screening, but not all members of staff in all venues in Orange City Council are required to, nor have, undergone screening or completed a Declaration.	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?  Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?		

## RISK ASSESSMENT AND CONTROL PLAN

<b>Task or Activity</b>	Visits to Orange Aquatic Centre Cnr Hill Street and Warrendine Street, Orange
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Hazard/ Risk Identification (Type/Cause)	Probability/ Consequence		Current Controls	Risk Management Plan Elimination or Control Measures		
	Prob.	Cons.		Action Summary- Immediate/ Interim Control	Who	When
Uneven path, steps	Likely	Marginal	No running policy Signage First Aid Available	Prevention by raising awareness Monitoring by staff	OCC staff Teachers Supervisors	OCC induction While at premises
Drowning	Unlikely	Fatal	Staff required to be trained. Area patrolled Teachers supervisors to have first aid and rescue training (min 2)	Adequately supervised provided by teachers and supervisors	Teachers Supervisors	While at premises
Sun burn / heat exhaustion	Likely	Marginal	Hat, sunscreen to be supplied by school / supervisor. Shade structures provided on site	Teachers and Supervisors to ensure sunscreen and hats are used	Teachers Supervisors	While at premises
Chemical stores	Unlikely	Fatal	Access restricted	Access areas locked Adequate supervision by Teachers / Supervisors	OCC Staff	Continual
Exposure to waterborne pathogens	Unlikely	Marginal	Water disinfected Regular monitoring of the chemical levels in the water	Water tested four times per day	OCC staff	While at premises
General injury eg cuts	Likely	Negligible	Raise awareness not to touch rails etc.	First Aid if required.	OCC staff	While at premises
Consulted with <b>Pool manager and appropriate staff</b> Coordinator - Neil Absolon Date: <b>October 2006</b>				Action Plan Communicated to - <b>Schools</b> Via - <b>Internet</b>		

<b>Monitor and Review</b>			
• Are the controls still effective?	YES	• Have there been any changes?	NO
• What further action is required?	NIL	• Are all staff aware of the controls?	YES
Signature [Neil's Signature]		Review Date – <b>December 2009</b>	

The information provided above was current as at December 2007. 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. When this information is revised it will be accessible from Orange City Council's web site [www.orange.nsw.gov.au](http://www.orange.nsw.gov.au).