

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	Council Chambers, Orange Civic Centre (includes Councillors' Workroom)		
Location	Corner of Byng and Lords Place, Orange NSW 2800		
Phone number	(02) 6393 8159	Fax number	(02) 6393 8199
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>		



### 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, and await instructions from the tour leader before allowing participants to alight.
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

<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 Group Visits	Up to and including Year 12 students	Special Projects Officer	Swinging on Chairs  Computer/Data Projector cables	Setting out the rules and regulations of the Chamber prior to commencing the session, which includes requesting them to sit still  Electrical cables taped down by computer staff  Students to be supervised by teachers at all times
Debating Competitions	Year 7 to Year 12 students	Special Projects Officer, Nominated Timekeepers and Adjudicators	Swinging on Chairs  Computer/Data Projector cables	Setting out the rules and regulations of the Chamber prior to commencing the session, which includes requesting them to sit still  Electrical cables taped down by computer staff  Students to be supervised by teachers at all times

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Not Applicable	
	<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"/>

<b>Other requirements</b> <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>	Not Applicable

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Educational Session facilitated by the Special Projects Officer at the request of schools.	
	Debating competitions as arranged with the Special Projects Officer and schools.	
<b>Access</b>	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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 checked="" type="checkbox"/> No <input type="checkbox"/>
<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? 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	
	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?	<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.

**RISK ASSESSMENT AND CONTROL PLAN**

Task or Activity		School Group Visits and Debating Competitions held in the Council Chambers				
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	Occ	Neg	Prevention of Slips, trips & falls by raising awareness	Supervised entry to building from transport drop off point	Teachers	during tour
Electrocution	Occ	Neg	Restricted access to water feature at bottom of stairs leading to second floor Electrical/Data projector cables taped down	Teachers to monitor access to stairs Inspection prior to each tour	Teachers OCC Staff	during tour Prior to tour
Chemical stores	Occ	Neg	Access restricted	If alarm/leak/spill - direct emergency procedures	OCC Staff	during tour
Trips/Falls from stairs	Occ	Neg	By raising awareness	Teachers to monitor access and use of stairs	Teachers	during tour
Trapped in Lift	Occ	Neg	By raising awareness of alarm system	Restricted access unless required for disability - Teachers to monitor access	Teachers	during tour
Falls from chairs	Occ	Neg	Prevent by setting out rules and regulations for chamber	Induction on rules of the Chamber	OCC Staff	OCC induction
Burns/Scalds	Occ	Neg	Access restricted	If burnt - direct emergency/first aid procedures	OCC Staff	during tour
Consulted with Administration Manager and appropriate staff Coordinator - Neil Absolon Date October 2005				Action Plan Communicated to - <b>Schools</b> Via - <b>Internet</b>		

**Monitor and Review**

- |                                     |     |  |     |
|-------------------------------------|-----|--|-----|
| • 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 – December 2009

The information provided above was current as at December 2008. 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).