

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	ENVIRONMENTAL LEARNING FACILITY (ELF)		
Location	LEEDS PARADE, ORANGE – accessed through the Showground		
Phone number	02 6393 8771	Fax number	02 6393 8772
Web address	www.orange.nsw.gov.au		
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 from vehicle(s).
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

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>
Information presentations on waste reduction strategies Reduce Reuse Recycle and Natural Resource Management Subject Matter	All ages	Trained ELF Volunteers and Staff	Slips, trips and falls. Abrasion and cuts from touching items from recycled materials.	Setting out rules and regulations of the ELF prior to admission. Students to be supervised by teachers. Desirable Adult/Student ration 1:15.
Activity Sheets and Researching topics	All ages	Trained ELF Volunteers and Staff	Inspection of site and within the building could result in slips, trips or falls, cuts or abrasions.	Setting out rules and regulations of the ELF prior to commencing the activity. Students to be supervised by teachers.
Outdoor inspections such as the permaculture garden, stormwater irrigation, passive solar design of the building	All ages	Trained ELF Volunteers and Staff	UV radiation Hygiene Minor injuries, grazes from fall or abrasion.	Setting out rules and regulations of the ELF prior to commencing the inspection. Students to be supervised by teachers, hat worn, sunscreen available, gloves, First Aid kit on site.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Chairs, tables, displays	
	<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 sunscreen, that participants are required to bring. Indicate if any items are provided by the venue</i>
Enclosed footwear is required by attendees to the ELF
Hat and sunscreen is recommended

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	The ELF is staffed during arranged hours providing assistance for awareness and guidance on environmental issues with strategies to minimise waste and promote sustainable resource management practices.	
Access	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"/>
Emergencies	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"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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	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	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	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?	Response – 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	Public Tours of Orange Environmental Learning Facility (ELF), Leeds Parade accessed via the Orange Showground
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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
Traffic/Pedestrian Conflict	Probable	Fatal	Coordination of visitors for orderly inspection of sites	Attendees to be supervised and instructed to be aware of traffic movement whilst on the site	OCC Staff & teachers	Induction & during tours
Uneven path, steps	Occasional	Negligible	Prevention of slips, trips & falls by raising awareness	No running policy First Aid if required	OCC staff	OCC induction
Sun burn / heat exhaustion	Occasional	Negligible	Hat, sunscreen supplied by school/organiser	Information sessions held undercover as much as possible	OCC staff	During tour
Chemical stores	Remote	Marginal	Access restricted	If alarm/leak/spill – direct emergency procedures	OCC staff	During tour
Snake bite	Remote	Fatal	Raise awareness during induction	First Aid procedures for snake bite	OCC staff	OCC induction
Ill health associated with sights / odours	Remote	Negligible	Raise awareness during induction Compost heaps located outdoors and maintained	First Aid procedures for nausea	OCC staff	During tour
Exposure to airborne & surface pathogens	Remote	Negligible	Food not to be provided / consumed during tour Attendees excluded from the compost operational sites. Site regularly watered to suppress dust	Wash down of face and hands if sprayed	OCC staff	During tour
General injury eg cuts	Remote	Negligible	Raise awareness not to touch rough surfaces	First Aid if required	OCC staff	OCC induction
Consulted with Council staff and NetWaste staff Coordinator - Wayne Davis				Action Plan Communicated to - Schools Via - Internet		
Date 25 November 2005						

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:		Review Date – December 2009	

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.

Comments:

Venue and Safety Information reviewed by NetWaste, Volunteers and Council Staff.