

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	Orange Function Centre		
Location	Eyles Street, Orange 2800		
Phone number	6393-8880/ 6393-8117	Fax number	
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.
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

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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>
Watching a Theatre production Audience supervision Entry and egress of theatre	All ages	Trained OCT & OFC technicians and staff.	Slips, trips, falls. Personnel injury	Outlining rules and regulations prior to admission. Teachers to supervise at all times. No running policy. Desirable ratio:
Participating in a Theatre production. Bump-in and Bump-out. Rehearsals Evening productions	All ages	Trained OCT & OFC technicians and staff	Slips, trips, falls. Personnel injury Falling from elevated heights Damage to venue and equipment	Outlining rules and regulations during induction. Teachers and carers to supervise at all times. All persons to sign in and out of the theatre. No running policy First Aid Kit on site. Regular venue inspections Desirable ratio:
Emergency evacuation	All ages	Trained OCT & OFC technicians and staff		Detailed emergency evacuation strategy in place. Outlining rules and regulations during induction. Teachers and carers to supervise at all times.
Back stage supervision	All ages	Trained OCT & OFC technicians and staff	Slips, trips, falls. Personnel injury Falling from elevated heights Damage to venue and equipment	Outlining rules and regulations during induction. Teachers and carers to supervise at all times.

Equipment

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

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?
 Yes No

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

If Council equipment is abused during a school visit, Council may seek compensation for any damages or expenses incurred as a result of such abuse, eg discharge of fire extinguishes, setting off smoke, heat sensors, water sprinklers damage to chairs.

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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Nil	
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 checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child-related employment	<p>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?</p> <p>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</p>	
	<p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</p> <p>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</p>	<p>Response –</p> <p>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.</p>

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity	Schools visit to Orange Function Centre– Audience and Production/ Presentation					
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,	Occasional	Negligible	Raising awareness, teacher supervision	No running policy First Aid if required	OCT & OFC staff Teachers	On arrival Induction
Traffic, pedestrian	Probable	Fatal	Children always let out of bus on Theatre side of street. Coordination of visitors preorderly of sites	Attendees to be supervised and instructed to be aware of traffic	OCT & OFC staff Teachers	On arrival Induction
Unauthorised use of and access to plant equipment	Probable	Critical	Keep “authorised access only” areas secured. Awareness via site induction.	Signage Attendees to be supervised in all backstage areas at all times	OCT & OFC staff Teachers carers	Hire agreement Induction
Unauthorised use of fly system	Probable	Fatal	Fly system is a “do not touch” area. Signage	Ensure authorised personnel operate fly system. Awareness via signage. Providing hirer with venue specifications, procedures and policies.	OCT & OFC staff	Hire agreement Induction
Inaccurate placement of equipment	Occasional	Negligible	Organiser to ensure correct information is forwarded to OCT to ensure equipment is set per requirements	OFC provide hirer with venue specifications procedures and policy	OCT & OFC staff	Hire agreement Induction
Tripping on power leads	Occasional	Negligible	Raising awareness, teacher supervision	All exposed leads to be taped down	OCT & OFC staff	Induction
Light sensitivity eg strobe	Occasional	Marginal	Raising awareness. Organiser to ensure correct information is forwarded to OCT to ensure equipment is set per requirements	Ensure warning signs are in place. Ensure strobe lighting is not used for extended periods. Ensure hirer is aware of potential	OCT & OFC staff	Hire agreement Induction
Consulted with Events Manager and appropriate staff Coordinator - Neil Absolon Date October 2005				Action Plan Communicated to - Schools Via - Internet		

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 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.

