

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	KCC Conference Centres (The Lodge, Hartley, Kedumba & Mountain Camp)			
Location	cnr Cliff Dr & Violet St, Katoomba			
Phone number	(02) 4782 5588	Fax number	(02) 4782 4484	
Web address	www.kcc.org.au/centres			
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>
General	All ages	All staff trained in fire evacuation procedures	Fire Sunburn Sprains / falls related injury Hit by car	Fire alarms in all rooms. Students briefed on fire evacuation procedure on arrival Students encouraged to wear hats and sunblock. External pathways illuminated at night Internal signage indicates speed limit of 10 kmh
Dining Room	All ages, all fitness levels, no prerequisite skills required	All staff are trained in food handling procedures	Food contamination Burns	Follow HAACP food safety plan. Students educated on procedures in and around dining room. Signs warning of hazards e.g. boiling water Fall plug-in appliances and extension leads are

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				tested and tagged by qualified tradespeople.
Orienteering	All ages, all fitness levels, no prerequisite skills required	All staff are trained in First Aid and carry a radio or mobile phone for communication in emergencies	Sprains / falls related injuries Stings / bites Hit by car	Students are trained in use of compass and briefed about uneven ground Closed shoes and socks to be worn by participants. Students briefed about out of bounds areas and signage in place to mark hazards. Staff supervise crossing of the road throughout activity
Drama Workshop	All ages, all fitness levels, no prerequisite skills required	Conducted by experienced Drama Teacher		All students given clear instructions relating to the specific workshop.
Team-building Activities		All staff are trained in First Aid and carry a radio or mobile phone for communication in emergencies	Trips/falls Collisions	Staff brief students on safe movement while blindfolded. No running.

Equipment

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

Compasses	
Blindfolds	
	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"/>

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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>	Students required to bring hats (preferably not caps), sunblock, bottled water and closed shoes. Spare hats available
	First aid kits available at each conference centre. Students required to bring their own regular medication and administer it themselves.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All centre activities are taken by qualified trained centre staff following centre standards and procedures. At the commencement of each activity centre staff brief students on safety, how to do the activity and how to correctly use any equipment provided.
	School staff are shown the location of the emergency phone and fire evacuation measures.

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 type="checkbox"/> No <input checked="" type="checkbox"/>
	Are disabled toilets available? Yes <input type="checkbox"/> No <input checked="" 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"/>
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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 checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input 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 checked="" type="checkbox"/> No <input 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? Commission for Children & Young People
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>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.</i>	

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