

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Cockatoo Island – Sydney Harbour Federation Trust			
Location	Cockatoo Island - Sydney Harbour			
Phone number	(02) 8969 2199 (Education Bookings and Info)	Fax number	(02) 8969 2120	
Web address	www.cockatooisland.gov.au			
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>
Tour of island including outdoor spaces and built structures.	K – 12 General fitness	Tertiary qualifications and appropriate experience. Undertaken training and induction specific to program being delivered	General safety	Discuss safety rules at the commencement of the program. Schools must provide set ratio of adults for supervision. Attending adults briefed to assist with supervision. Teacher Guides to carry First Aid Kit at all times and have current First Aid training. Teacher Guides maintain close supervision of groups throughout the program – students must remain with the Teacher Guide at all times. Teacher Guides ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times.
			Loss of person due to movement of group throughout the site.	Group size kept to a maximum of 30 students per Teacher Guide. Teacher Guides to conduct head counts at start, middle and end of program. Attending adults remain at the back of the group.
			Trip/fall due to uneven ground, cliff edge, machinery, barricades, tools, construction	Confirmation letter to advise that students must wear appropriate footwear. Teacher Guides to liaise with Rangers on arrival

Please note that the information provided above was current as at April 2010. 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. If this information changes, the venue will advise the Department of Education and provide an update.

				regarding access. Access to areas near waters edge, cliff edge and walled edges is restricted/monitored.
			Natural elements	Confirmation letter to advise that students must wear hats and sunscreen at all times, carry water bottles and bring protective clothing in the event of wet weather. Allow students to have drink and rest breaks as needed. Teacher Guides to liaise with relevant staff members during sea gull nesting season to restrict access near nests.
			Water hazards	Access to water's edge to be restricted and monitored by Teacher Guides and other supervising staff. Safety flotation devices at docks.
			Branch or tree fall	Keep clear of tall trees during days of high wind. Do not proceed during thunderstorms or unsafe weather conditions.
			Allergies	Supervising teacher to ensure that students with allergies have relieving medication with them.
			Presence of vehicles	Teacher Guides to avoid areas used for vehicle movements whenever possible. Teacher Guides to manage road crossings. Other supervising adults to remain at the back of the group.
			Emergency evacuation procedures	Teacher Guides to follow emergency evacuation procedure in the event of an emergency. Teacher Guides to advise supervising adults of evacuation procedure and muster points prior to commencement of program.
			Construction and remediation work	Construction areas fenced and sign-posted. Access to construction sites controlled. Teacher Guides and supervising adults to ensure that groups observe fenced-off areas.

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			Exposure to hazardous material	Contaminated areas fenced and sign-posted and access is controlled.
			Interference by member of the public	Teacher Guides to maintain close supervision of group and be aware of other visitors to the site. Adapt tour path as required.
Workshop and activity programs			Use of equipment	Teacher Guides to provide clear safety information on use of materials and equipment. Protective equipment provided as necessary. Materials and equipment used in programs are appropriate for student use. Material Safety Data Sheets held for necessary materials.
Travel by private ferry			Injury or harm during transport or while getting on or off vessel.	Excursion conditions stating required behaviour on ferry are sent to schools with confirmation information. Schools must provide set ratio of adults for supervision. Teacher Guides to provide safety information prior to boarding vessel. Teacher Guides to carry First Aid Kit on vessel. Accompanying teachers are required to supervise students at all times and are responsible for student discipline.

Equipment

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

Scissors, glue, pencils, pens, crayons, junior hammers, safety goggles

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

Sunscreen, hat, appropriate shoes, wet weather gear, water bottle – to be brought by students

All equipment for programs – provided by Sydney Harbour Federation Trust

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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Introductory briefings, direct supervision of students, delivery of programs, first aid	
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 type="checkbox"/> Mostly <input checked="" 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 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? Department of Communities NSW	
	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 staff, paid and unpaid child-related employees completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	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."	

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