

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	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>
Self-directed tour of island including outdoor spaces and built structures.	K – 12 General fitness	General safety	<ol style="list-style-type: none"> 1. Teachers conduct safety briefing prior to commencement of program. 2. Schools provide set ratio of adults for supervision: primary 1:10, secondary 1:20, special needs 1:1. 3. Attending adults briefed to assist with supervision. 4. Students remain with or near teachers at all times. 5. Teachers ensure contact numbers for Cockatoo Island Rangers and Security are carried. 6. First Aid provided by Harbour Trust staff, 7. Harbour Trust staff provided with contact details for supervising teachers.
		Loss of person due to movement of group throughout the site.	Group size kept to a maximum of 20 students per teacher.
		Trip/fall due to uneven ground, cliff edge, machinery, barricades, tools, construction	Students to wear appropriate footwear. Access to areas near water, cliffs and walled edges is restricted/monitored.
		Natural elements	Students to bring sun-protection and wet-weather gear. Teachers to ensure students avoid seagulls during seagull nesting season.

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.

		Water hazards	Access to water is restricted and monitored by Teachers. 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	Teachers ensure that students with allergies have relieving medication with them.
		Presence of vehicles	Teachers to manage road crossings.
		Emergency evacuation procedures	Harbour Trust to provide information regarding evacuation and muster points. Teachers to follow evacuation procedures in the event of an emergency.
		Construction and remediation work	Construction areas fenced and sign-posted. Access to construction sites controlled. Teachers to ensure that groups observe fenced-off areas.
		Exposure to hazardous material	Contaminated areas fenced and sign-posted and access is controlled.
		Interference by member of the public	Teachers to maintain close supervision of group and be aware of other visitors to the site. Adapt tour path as required. Contact Rangers if required.

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

Sun protection, appropriate shoes, wet weather gear, water bottle

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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Harbour Trust staff will confirm bookings for self-guided groups. Rangers and Security staff will be notified of groups visiting the island and contact details will be provided in the event of an emergency.	
	First Aid and medical room.	
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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