

## VENUE AND SAFETY INFORMATION FOR EDUCATION VISITS



<b>Venue name</b>	Emmaville Cottage		
<b>Location</b>	Yellow Box Way, Orange Botanic Gardens Precinct		
<b>Phone number</b>	(02) 6393 8444	<b>Fax number</b>	n/a
<b>Web address</b>	<a href="http://www.orangemuseum.com.au">www.orangemuseum.com.au</a>		
<b>Insurance</b>	Does the venue have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### Council Requirements

- Supervision is 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.
- It is a requirement to have 1 teacher (or supervisor) for every 15 students.

### Pre visit

- Teachers/ school organisers must review the venue and safety information which includes a venue risk assessment and control plan
- All participants must be informed of relevant control measures and behavioral requirements.
- Teachers/ school organisers should note that Emmaville Cottage is an outdoor venue therefore covered shoes, hats and sunscreen are highly recommended.

### Upon Arrival

- Teachers/ school organisers should take note of exits in case of emergency.
- Teachers/ school organisers should observe the weather to ensure conditions are safe for students.

<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence for this activity/ program</b>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Self-guided visit of Emmaville Cottage	Primary school age and above	Teachers/school organisers are responsible for ensuring the safety of students during visits. It is recommended that the school have a first aid kit with them for the visit.	Trips and falls in indoor and outdoor spaces.  Sunburn or heat exhaustion from outdoor venue.	Teacher/school organiser review of safety information and risk assessment. Supervision of students at all times.  Covered shoes, sunscreen and hats are highly recommended

<b>Equipment</b> List any equipment, including personal protective equipment, to be provided for use during the activities/programs.	
None provided	
Is all equipment at the venue maintained in accordance with the WHS Act/ Regulations and appropriate standards? <i>Not required</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>Other requirements</b> <i>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>	Sunscreen and hats to be provided by participants as site is outdoors
	Covered shoes to be provided by participants

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc.</i>
None all visit elements are self-guided

<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

[Redacted]

**Construction / Maintenance / Repair**

*Are licensed personnel used for all construction, maintenance and repair work?*

Yes  No

**First Aid**

*Are first aid kits available for each activity? First aid equipment should be brought by school*

Yes  No

*Is there a trained first aid officer at the venue?*

Yes  No

*Is a first aid room available?*

Yes  No

<b>Child-related employment</b>	<i>Are employees of our 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? If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>	Not required, as visits are self-led.
	<i>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?</i>	Not required, as visits are self-led.

## RISK ASSESSMENT AND CONTROL PLAN

<b>Task or Activity</b>	School Visits to Emmaville Cottage
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Hazard/ Risk Identification (Type/ Cause)	Probability/ Consequence			Current Controls	Risk Management Plan Elimination or Control Measures		
	Likelihood.	Consequence	Rating		Action Summary – Immediate/ Interim Control	Who	When
Trips and falls on steps and external areas	Likely	Minor	4	Teachers/school organiser supervision at all times. Steps are clearly marked. Covered shoes are recommended during visits.	Teachers/school organiser to consult safety information and risk assessment prior to visit. No running in cottage or external areas. First aid kit brought by school. Ensure children are supervised at all times.	Teachers/school organiser	Pre visit During visit
Sunburn/ heat exhaustion	Unlikely	Moderate	4	Hat, sunscreen supplied by school/ organize. Indoor spaces available.	Teachers/school organiser to consult safety information and risk assessment prior to visit. Teachers to supervise children and ensure hats, and sunscreen are used when required. Indoor space available inside cottage. Students can use indoor space for discussion and breaks.	Teachers/school organiser	Pre visit During visit
General injury e.g. cuts	Likely	Negligible	5	Teachers/school organiser supervision at all times.	Teachers/school organiser to consult safety information and risk assessment prior to visit. First aid kit brought by school.	Teachers/school organiser	Pre visit During visit

Overcrowding in indoor space resulting in injury to students, teachers, other visitors or the building	Unlikely	Minor	5	Teachers/school organiser supervision at all times. Recommended maximum inside the cottage at one time is 20 people	Teachers/school organisers to consult safety information and risk assessment prior to visit. First aid kit brought by school. Teachers/school organisers ensuring no more that 20 students at once are inside the cottage.		During visit
Consulted with:					Document Created: October 2017		

This document 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](http://www.orange.nsw.gov.au).

The risk assessment and control plan has been assessed using the Risk Assessment Matrix outlined in Section 5 of OP84 Orange City Council's Work Health and Safety Management Policy and Procedures. Please refer to the table below for more information.

**TABLE 5.1 – RISK ASSESSMENT MATRIX**

Risk Action Table	
Risk Level	Description
1	<b>Severe risk</b> - this task <b>MUST NOT</b> proceed until the supervisor reviews the task or process and risks adequately controlled. Firstly eliminate the risk, and if not possible introduce measures to control the risk by reducing the level to the lowest level achievable. Actions must be recorded in the SMWS (if required) and monitor / review controls
2	<b>Major risk</b> – Urgent action to reduce / eliminate the risk. Supervisor may give permission for staff to undertake some high risk activities, provided the system of work is clearly documented, specific training given and adequate review of the task / controls undertaken. Record actions in SMWS (if required) and monitor / review controls
3	<b>Moderate risk</b> – action to eliminate / reduce the risk within a specified period. Record actions in SMWS (if required) and monitor / review controls.
4	Minor risk – assess the risk, determine whether current controls are adequate or if further action is needed. Monitor and review as required
5	<b>Negligible risk</b> – manage by routine procedures. Monitor and review as required

Risk Rating Table						
Likelihood						Risk Level Actions
Almost certain	5	4	2	1	1	1. immediate action 2. action within 1 week 3. action within 1 mth to reduce risks ALARP 4. Monitor 5. Monitor
Likely	5	4	2	1	1	
Possible	5	5	3	1	1	
Unlikely	5	5	4	2	2	
Rare	5	5	4	3	3	
	Negligible	Minor	Moderate	Major	Severe	
	Consequences					

	Description	Consequence	Description
Almost certain	Will happen: imminent or will occur within 1 to 6 months	Severe	Death or serious disability
Likely	Expected to happen: Expected to occur at least once in a 6 to 12 month period	Major	Serious injury – long term hospital
Possible	Could happen: will probably occur between 1 to 5 years	Moderate	Significant injury – short term hospital
Unlikely	Not expected to happen: may occur only once every 5 - 10 years	Minor	Injury may require first aid
Rare	Uncommon, unusual: not likely to occur within a 10 year period	Negligible	No injuries

**NOTE: THE RISK ACTION TABLE WILL BE APPLIED IN ORDER OF THE RISK LEVEL**