

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Kokoda Track Memorial Walkway			
<b>Location</b>	Killoola St, Rhodes Park Concord			
<b>Phone number</b>	9767 8488	<b>Fax number</b>	9767 8477	
<b>Web address</b>	www.kokodawalkway.com.au			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<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>
Students given a brief overview of the Kokoda Track and taken on a walk along the memorial walkway	Age 7 and above, able to walk unassisted. Basic knowledge where New Guinea is in relation to Australia	Veterans who served in New Guinea, and National Servicemen	Students wandering away from group	Students broken up into small groups not greater than 10. Each group will be supervised by veteran
Visit to the Army Nurses' museum at Concord Hospital which is in close proximity to the Memorial Walkway.	Age 7 and above.	Ex army nurse/ volunteer will take students on tour of museum	damage to /theft of memorabilia	Students will be taken to museum in small allocated groups led by veteran guide
BBQ lunch - sausage sizzle if this catering requirement is requested	all age group	volunteers	special dietary requirements	Students to form orderly queue to pick up their sausage sizzle
Filling out worksheets	Age 7 and above	Veterans will conduct this segment with students to ascertain retention rate	Nil identified	Students will work in their groups guided by veteran with their questionnaire

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


<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Not applicable as students will not be utilising equipment	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Other requirements</b> <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 are required to wear comfortable clothing appropriate to the climatic conditions. Sun screen and hat essential. This will not be provided by the venue.
	Students are also requested to bring a pencil for worksheet activities

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Briefing on arrival by veteran guides
	Guided tour of the Memorial provided by Kokoda Veterans and National Servicemen
	Students will be answering worksheets following tour after which lunch will be served if this is being catered for. Activities undertaken by students during lunch is to be supervised by accompanying teachers.

<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"/>
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	<i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i> <i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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<b>First Aid</b>	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 type="checkbox"/>	No <input checked="" type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<b>Child-related employment</b>	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 type="checkbox"/>	No <input checked="" 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?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, 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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