

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

| Venue name | Kokoda Track Memorial Walkway | | | |
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| Location | Killoola St, Rhodes Park Concord | | | |
| Phone number | (02) 9166 0890 or 0488 488 297 | | Email: admin@kokodawalkway.com.au | |
| Web address | www.kokodawalkway.com.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 for this activity/program | 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> |
| Students gather at Ralph Honner Educations Centre and given overview of WW2 South West Pacific campaign, then experience VR program in the Centre | Age 7 and above. Basic knowledge where Papua New Guinea is in relation to Australia | Volunteers | Not familiar with VR program/headset use | <ul style="list-style-type: none"> ● Students provided with instructions on use of headsets/tablets ● Students monitored for any adverse effects using VR program |
| Students taken on a walk along the Walkway, lay a wreath (if arranged) | Age 7 and above, able to walk unassisted | Veterans who served in Papua New Guinea, and National Servicemen | Students wandering away from group or not using AR tablets correctly | <ul style="list-style-type: none"> ● Students broken up into small groups not greater than 10. ● Each group will be supervised by veteran |
| BBQ lunch - sausage sizzle if this catering requirement is requested | All age groups | Volunteers | Special dietary requirements | <ul style="list-style-type: none"> ● Students to form orderly queue to pick up their sausage sizzle ● Any special dietary requirements notified beforehand |
| Filling out worksheets | Age 7 and above | Veterans will conduct this segment to ascertain students' retention rate | Nil identified | <ul style="list-style-type: none"> ● Students will work in their groups guided by veteran with their questionnaire |
| COVID-19 | All age groups | KTMW is a registered COVID safe site with NSW Government | Infection from students | <ul style="list-style-type: none"> ● Any student or teacher who has tested positive to COVID-19, or not feeling well, should not attend the Walkway. ● Hand sanitiser is available/signage in indoor areas about distancing etc. |

Equipment

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

Virtual Reality (VR) Headsets in Ralph Honner Education Centre;
Augmented Reality (AR) tablets along Stations on Walkway

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

Students are required to wear comfortable clothing appropriate to the climatic conditions. Sun screen and hat essential. These will not be provided by the venue.

Students are also requested to bring a pencil for worksheet activities.

If indicated beforehand, students may need to bring lunch or refreshments.

Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc

Briefing on arrival by veteran guides, then accompanied to Ralph Honner Education Centre where Volunteer will show video to the group, then assist/outline the VR and AR equipment use.

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/after lunch are to be supervised by accompanying teachers.

Access

Are access to and egress from the premises safe and without risk to health? Yes No
Is the venue wheelchair accessible? Yes No
Are disabled toilets available? Yes No

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| Emergencies | <p><i>Are emergency procedures in place in the venue?</i></p> <p><i>Are staff trained to deal with emergency situations?</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| Construction/ Maintenance/ Repair | <p><i>Are licensed personnel used for all construction, maintenance and repair work?</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| First Aid | <p><i>Are first aid kits available for each activity?</i></p> <p><i>Is there a trained first aid officer at the venue?</i></p> <p><i>Is a first aid room available?</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| Child-related employment | <p><i>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?</i></p> <p><i>If yes which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i></p> <p><i>If your organisation is registered with an Approved Screening Agency in NSW have all paid staff undergone employment screening?</i></p> <p><i>Have all staff, paid and unpaid, completed an Applicant Declaration and Consent form?</i></p> <p><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 on 1300 679 332.</i></p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |

Information provided above was current as at **November 2022**. If this information changes, the venue will advise Department of Education and provide an update.