

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Kokoda Track Memorial Walkway		
Location	Killoola St, Rhodes Park Concord		
Phone Number	(02) 9166 0890 or 0499 874 066	Email	admin@kokodawalkway.com.au
Web address	www.kokodawalkway.com.au		
Insurance	<i>Does the venue have public liability cover?</i> Yes ✓ No -		

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>
Students gather at Ralph Honner Education Centre and are given an overview of WW2 Kokoda Campaign	Year 5 and above. Basic knowledge where Papua New Guinea is in relation to Australia	Volunteers	Normal emergency risks (fire, etc)	Evacuation Procedures in place for the Education Centre
Students experience the VR Program in the Education Centre	High school students	Volunteers trained in VR usage	Not familiar with VR program/headset use	Students provided with instructions on use of headsets/tablets and are monitored for any adverse effects using VR headsets.
Students taken on a walk along the Walkway and lay a wreath at the Centrepiece	Year 5 and above Able to walk unassisted	Veterans who served in Papua New Guinea or volunteers knowledgeable on the Kokoda Campaign	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 EM Lane and Concordians Museum at Concord Hospital which is in close proximity to the Walkway.	Year 5 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

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Filling out worksheets (if requested)	Year 5 and above	Volunteers	Nil identified	Students will work in their groups guided by veteran
Infectious diseases, including COVID-19	All age groups	KTMW is a registered COVID safe site with NSW Government	Infection from students	Any student or teacher who is not feeling well should not attend the Walkway. Hand sanitiser is available

Equipment

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

VR Headsets, Augmented Reality tablets

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. Sunscreen and hats are essential. These will not be provided by the venue.

If indicated beforehand, students would 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. Once in the Education Centre information on evacuation procedures and designated assembly areas provided by the lead Volunteer.

Guided tour of the Memorial provided by volunteers

Students may complete worksheets following their tour guided by the volunteers.

Activities undertaken by students during 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 -

Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes ✓ No -
	<i>Are staff trained to deal with emergency situations?</i>	Yes ✓ No -
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes ✓ No -
First Aid	<i>Are first aid kits available for each activity?</i>	Yes ✓ No -
	<i>Is there a trained first aid officer at the venue?</i>	Yes - No ✓
	<i>Is a first aid room available?</i>	Yes - No ✓
Child-related employment	<i>Are all volunteers required to have a current and valid Working With Children Check (WWCC) before assisting with school excursions? WWCC are required by people working with children and are issued by the Office of the Children's Guardian.</i>	Yes ✓ No -