

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	ESKBANK HOUSE & MUSEUM			
Location	Corner Inch & Bennett Street, Lithgow NSW 2790			
Phone number	(02) 6351 3557	Fax number	(02) 6351 3568	
Web address	http://www.lithgow.com/eskbank/			
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 <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>
Group Tour	5 years +	Adult supervision Certificate III in Tourism or equivalent Senior First Aid	Shared pedestrian and vehicular access at main entrance to property. Walking on uneven surfaces and through low door ways.	Discuss with teacher pre-tour the risks associated with shared pedestrian and vehicular access. Students must alight from buses in the Eskbank House car park, NOT in Bennett Street. Group must walk along side the road whilst moving throughout the car park. Safety talk with teachers/carers pre-tour highlighting responsibilities of teachers/carers, students and Eskbank House staff. Teachers/carers and students remaining on pathways. Appropriate footwear worn.

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			<p>Damage to items within house and companion buildings.</p>	<p>Students & teachers/carers not to touch items within house & companion buildings without supervision of Eskbank House staff.</p>
			<p>Playing on moveable heritage items i.e. "Possum" & Neubecks Traction Engine</p>	<p>Safety talk with teachers/carers pre-tour highlighting responsibilities of teachers/carers, students and Eskbank House staff.</p> <p>Adult supervision</p> <p>Moveable Heritage compound gate locked.</p>
			<p>Injury or sickness of individual</p>	<p>If first aid is required Eskbank House staff are trained in first aid. First aid kit located in Office at Eskbank House. Ice packs in kitchen freezer. Eskbank House emergency procedures to be followed.</p>
			<p>Students becoming separated from group</p>	<p>Safety talk with teachers/carers pre-tour highlighting responsibilities of teachers/carers, students and Eskbank House staff.</p> <p>Teachers/carers required to inform Eskbank House staff immediately if student is missing.</p>

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				<p>Preliminary search carried out by teachers/carers and Eskbank House staff.</p> <p>Emergency procedures to be followed if child is not located.</p>
Gardens & Public Domain Use	All ages	Adult Supervision	<p>Playing on moveable heritage items i.e. "Possum" & Neubecks Traction Engine</p> <p>Interaction with wildlife i.e. Magpies, Magpie Larks and Blue Tongue Lizards</p> <p>Weather conditions i.e. rain, snowfall, hail, strong winds, extreme</p>	<p>Safety talk with teachers/carers pre-tour highlighting responsibilities of teachers/carers, students and Eskbank House staff.</p> <p>Adult supervision.</p> <p>Moveable Heritage compound gate locked.</p> <p>Adult supervision.</p> <p>Safety talk with teachers/carers pre tour highlighting responsibilities of teachers/carers, students and Eskbank House staff.</p> <p>No feeding of animals policy</p> <p>Students to refrain from interacting with local wildlife whilst at Eskbank House.</p> <p>Students to be supplied with appropriate clothing for all kinds of weather.</p> <p>Sunscreen, a long sleeve shirt and a hat to</p>

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			temperatures.	<p>be worn by students when venturing in gardens and public domain areas for extended periods. Fluids to be supplied by parents/carers, school or pre-organised with Eskbank House staff.</p> <p>Wet weather overcoats and umbrellas to remain on veranda when entering Eskbank House.</p> <p>Students to stick to covered areas i.e. under tree canopy, whilst high temperatures in place.</p> <p>If first aid is required Eskbank House staff are trained in first aid. First aid kit located in Office at Eskbank House. Ice packs in Kitchen freezer. Eskbank House emergency procedures to be followed.</p>
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Equipment	
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
	<p><i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

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Other requirements <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>	Sunscreen, a long sleeve shirt and hat required during summer months in gardens and public domain areas. Items to be provided to students by parents/carers, school or teachers.	
	Fluids must be provided to students by parents/carers, school or teachers.	
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Supervision by staff during group tour activities with assistance by accompanying teachers mandatory.	
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 checked="" type="checkbox"/> No <input 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"/>

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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? First Aid kit located in Eskbank House Office	Yes <input type="checkbox"/> No <input checked="" 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? Commission for Children & Young People	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" 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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