

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	Orange City Library		
Location	Civic Square, Byng Street, Orange		
Phone number	02 6393 8120	Fax number	02 6393 8100
Web address	www.orange.nsw.gov.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Council staff may guide the activity, however, total supervision remains 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.

Pre-Visit

- Teachers/ organisers must review the "Venue and Safety Information" form and the "OH&S Risk Assessment & Control Plan".
- All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

- Teachers/organisers must sign in, noting numbers, and await instructions from the tour leader before allowing participants to alight.
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

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>
Library Tours	All ages	Trained Library Staff	Falling over and hitting library books or shelves. Theft of library materials	Setting out rules and regulations of the library prior to admission. Students to be supervised by teachers at all times Library card and security system
Borrow library materials	All ages	Trained Library Staff	Falling over and hitting library books or shelves. Theft of library materials	Setting out rules and regulations of the library prior to admission. Students to be supervised by teachers at all times Library card and security system
Complete Activity Sheets and Research topics using library resources, including computers	All ages	Trained Library Staff	Falling over and hitting library books or shelves. Accessing inappropriate Internet sites. Computer viruses	Setting out rules and regulations of the library prior to commencing activity. Students to be supervised by teachers at all times Internet Public Use Policy
Author Talks	All ages	Trained Library Staff	Falling over and hitting library books or shelves.	Setting out rules and regulations of the library prior to the author talk. Students to be supervised by teachers at all times
Pre-Schooler Storytime	Young children <5 years	Trained Library Staff	Falling over and hitting library books or shelves.	Children to be accompanied by an adult

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Photocopier	Microfiche readers
Computers	<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"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen, that participants are required to bring. Indicate if any items are provided by the venue</i>	N/A	
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Nil	
Access	<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 checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<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"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-related employment	<i>Some employees of our organisation are 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>	Yes <input checked="" type="checkbox"/>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commissioner for Children & Young People</i>	
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i> <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>	Response – There are several staff at this venue who have completed a Prohibited Employment Declaration and may have undergone employment screening, but not all members of staff in all venues in Orange City Council are required to, nor have, undergone screening or completed a Declaration.

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity	Public Tours of Orange City Library, Civic Square, Byng Street, Orange
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Hazard/ Risk Identification (Type/Cause)	Probability/ Consequence		Current Controls	Risk Management Plan Elimination or Control Measures		
	Prob.	Cons.		Action Summary- Immediate/ Interim Control	Who	When
Uneven paths, steps, pavers	Unlikely	Negligible	Prevention of steps, trips & falls by raising awareness	"No Running" Policy First Aid if required	OCC Staff	OCC Induction
Drowning	Unlikely	Negligible	Raising awareness during induction	Students adequately supervised	Teachers	Pre-excursion
Sun burn/heat exhaustion	Unlikely	Negligible	Hat, sunscreen organised by school/organiser	Information sessions held undercover as much as possible	OCC Staff	During Tour
Chemical stores	V. Unlikely	Negligible	Access restricted	First Aid if required	OCC Staff	During Tour
Electric doors	Unlikely	Negligible	Raising awareness	Students adequately supervised	Teachers	Pre-excursion
General injury eg cuts, trips, falls	Unlikely	Negligible	Equipment appropriate	Students adequately supervised "No Running" Policy First Aid if required	OCC Staff	
Consulted with Library Manager and staff Coordinator - Neil Absolon				Action Plan Communicated to - Schools Via - Internet		
				Date: October 2006		

Monitor and Review			
• Are the controls still effective?	YES	• Have there been any changes?	NO
• What further action is required?	NIL	• Are all staff aware of the controls?	YES
Signature [Neil's Signature]		Review Date – December 2008	

The information provided above was current as at December 2007. It 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.

Comments: