

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Coffs Harbour YHA			
Location	51 Collingwood St			
Phone number	02 66526462	Fax number	02 66518629	
Web address	www.yha.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 <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>

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

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Sheets	
Pillows	
Blankets/Doonas	
	<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 sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	Towels
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Staff available at reception between 8am-10pm
	Between 10pm- 8am night manager onsite in case of emergency
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"/>

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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?	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 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 child-related employees undergone employment screening?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?	Yes <input type="checkbox"/>	No <input checked="" 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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Safety and Venue Information

Venue	COFFS HARBOUR YHA		Website	www.yha.com.au
Location	51 COLLINGWOOD ST		Fax Number	02 6651 8629
Phone Number	02 6652 6462			
Insurance	PUBLIC LIABILITY \$10M			
Access	Access to and egress from the premises is safe and without risk to health and safety Venue is wheelchair accessible			
Emergencies	Emergency procedures are in place, and staff are trained to deal with emergency situations		On arrival, groups must supply reception with list of all participants names and their room allocations. Guests are to familiarise themselves with emergency procedures listed on the back of the door of each room.	
Fire	CH YHA complies with fire legislation requirements. The fire safety systems in place cover fire detection, emergency warning, fire suppression and means of escape.		Fire safety equipment includes: Smoke detectors in all rooms Hose reels and fire extinguishers	
Safety	Bedrooms & Common Areas		Rooms will be allocated as close to each other as possible to facilitate effective supervision. If groups comprise of children under 18, accompanying adults will be allocated separate rooms if requested.	
Security	Security Systems in place at BM YHA include: - Security surveillance cameras - Electronic door swipes on all bedroom and female bathroom doors - Lockers are provided in all dormitory rooms to store valuables - Valuable storage also available at reception - 24 hour staff presence in the building		Guests must keep personal belongings with them at all times, and not leave their luggage unattended.	
First Aid	First Aid Kits are available			
Maintenance	Licensed personnel used for all construction and/or repair work. Regular site checks conducted by maintenance department and Hostel Manager			
Nearest Medical Centre	76 Mildura St - Coffs Harbour		Phone number:	02 6652 2434
Nearest Hospital	345 Pacific Hwy - Coffs Harbour		Phone number:	02 6656 7000