

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input 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>	
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Are disabled toilets available?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Are staff trained to deal with emergency situations?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

First Aid	Are first aid kits available for each activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/>	No <input 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 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 type="checkbox"/>
	Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?	Yes <input 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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