

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>	Group leader briefing to be given by venue staff at check in. Entire group briefing available upon request. Meals to be served by venue staff in the groups dining room. Staff are briefed on any special group requirements and have had appropriate food handling training.
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"/>

Please note that this information 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 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 Location	Sydney Harbour YHA 110 Cumberland Street, The Rocks NSW 2000	Website	www.yha.com.au
Phone Number	+61 2 9261 1111	Fax Number	+61 2 9264 4516
Insurance	Sydney Harbour YHA has public liability insurance of \$20 million		
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.	<ul style="list-style-type: none"> - On arrival, groups must supply reception with list of all participants names and room allocations. - Guests are to familiarise themselves with emergency procedures listed on the back of the door of each room. 	
Fire	Sydney Harbour YHA YHA complies with fire legislation requirements. The fire safety systems in place cover: <ul style="list-style-type: none"> - fire detection - emergency warning - fire suppression - means of escape 	Fire safety equipment includes: <ul style="list-style-type: none"> - smoke detectors and sprinklers in all common areas and bedrooms - emergency and fire evacuation panel - fire hydrants, extinguishers and hose reels 	
Safety	Bedrooms & Common Areas	<ul style="list-style-type: none"> - Group rooms will be allocated as close to each other as possible to facilitate effective supervision. - If groups comprise of children under 18 years accompanying adults will be allocated separate rooms unless otherwise requested. - It is advised that children under nine years of age should not sleep in top bunks. - All rooms have private bathrooms. - Separate common dining and lounge area for groups staying at the hostel. 	
Security	Security Systems in place at Sydney Harbour YHA include: <ul style="list-style-type: none"> - Security surveillance cameras. - Electronic door swipes on all bedroom doors. - Lockers with power outlets are provided in all dormitory rooms to store valuables. - Valuable storage also available in the locker room which is located on level 1. - 24 hour staff presence in the building. - Staff and external security company patrol the building . 	<ul style="list-style-type: none"> - Guests must keep personal belongings with them at all times, an not leave their luggage unattended. - Separate group luggage storage facility available for early arrivals and late departures. 	
First Aid	First Aid Kits are available. Senior staff (Manager, Deputy Manager, Duty Managers and Night Supervisors) have current Senior First Aid Certificates.		
Maintenance	Licensed personnel used for all construction and/or repair work. Regular site checks conducted by maintenance department and hostel Manager.		
Nearest Medical Centre	George Street Medical Centre 308 George Street, Sydney NSW 2000	Phone number: +61 2 9231 3211	
Nearest Hospital	Sydney Hospital 8 Macquarie Street, Sydney NSW 2000	Phone number: + 61 2 9382 7111	