

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Wollongong YHA		
Location	75-79 Keira St, Wollongong		
Phone number	(02) 4229 1132	Fax number	(02) 4229 1875
Web address	wollongong@yhansw.org.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>
n/a	n/a	n/a	n/a	n/a

Please note that the information provided 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>	
n/a	n/a
	<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>	n/a
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	n/a
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 Location	Wollongong YHA 75-79 Keira St, Wollongong NSW 2500	Website	www.yha.com.au
Phone Number	02 4229 1132	Fax Number	02 4229 1875
Insurance	Wollongong YHA has public liability insurance of \$10 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	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	Wollongong 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 and sprinklers in all common areas and bedrooms - Emergency and fire evacuation panel - Fire stairwell pressurisation - Fire hydrants, extinguishers and hose reels	
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 Wollongong YHA include: - Security surveillance cameras - Electronic door swipes on all bedroom and bathroom doors - Lockers are provided in all dormitory rooms to store valuables - Valuable storage also available in the locker room which is located on the ground floor - Staff and external security company patrol 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	Wollongong Medical Centre 237 - 241 Crown St, Wollongong NSW 2500	Phone number:	02 4254 2600
Nearest Hospital	Wollongong Hospital Loftus St, Wollongong NSW 2500	Phone number:	02 4222 5000