

# Venue and safety information for school excursions

Work Health and Safety Directorate



<b>Venue name</b>	Yamba YHA			
<b>Location</b>	26 Coldstream Street, Yamba NSW 2464			
<b>Phone number</b>	(02) 6646 3997	<b>Fax number</b>	(02) 6646 3991	
<b>Web address</b>	yhagroups.com.au			
<b>Insurance</b>	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Rooftop	No restrictions	N/A	Safety	Under 18 are not permitted in this area without adult supervision, signs displayed.
Accommodation	No restrictions	N/A	Security	Rooms allocated close together as possible and split by gender.
Accommodation	No restrictions	N/A	Security	Personalised room keys with key access only to bathroom facilities.
Accommodation	No restrictions	N/A	Security	
<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Sheets, pillows, blankets, doonas				
Bunk Beds				
Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

<b>Other requirements</b> <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>	
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>  <b>Access</b>  <b>Emergencies</b>  <b>Construction/ Maintenance/ Repair</b>	<p>Between 9pm and 7am, staff on call via foyer phone for emergencies.</p> <p>Staff available at reception from 7am to 8pm for all manner of help and enquiries.</p> <p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>First Aid</b>  <b>Child-related employment</b>	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</p> <p>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>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 Communities on (02) 9836 9200.</p>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.

## Safety and Venue Information

<b>Venue Location</b> <b>Phone Number</b>	<b>Yamba YHA</b> 26 Coldstream Street, Yamba NSW 2464 (02) 6646 3997	<b>Website</b> <b>Fax Number</b>	<a href="http://www.yhagroups.com.au">www.yhagroups.com.au</a> (02) 6646 3991
<b>Insurance</b>	PUBLIC LIABILITY \$ 10 million		
<b>Access</b>	Access to and egress from the premises is safe and without risk to health and safety Venue is wheelchair accessible		
<b>Emergencies</b>	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.	
<b>Fire</b>	Yamba 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 Fire alarms	
<b>Safety</b>	Bedrooms & Common Areas         Swimming Pool	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.  Use of pool by large groups is discouraged and guardians must supervise young participants at all times. Correct signage is displayed	
<b>Security</b>	Security Systems in place at Yamba 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.	
<b>First Aid</b>	First Aid Kits are available		
<b>Maintenance</b>	Licensed personnel used for all construction and/or repair work. Regular site checks conducted by maintenance department and Hostel Manager		
<b>Nearest Medical Centre</b>	Dr Hope 28 Coldstream Street, Yamba NSW 2464	Ph: 02 6643 2085	
<b>Nearest Hospital</b>	Maclean Base Hospital Union Street, Maclean NSW 2463	Ph: 02 6640 0111	