

Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Coffs Harbour YHA			
Location	51 Collingwood Street, Coffs Harbour NSW 2450			
Phone number	(02) 6652 6462	Fax number	(02) 6651 8629	
Web address	www.yhagroups.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>
Swimming Pool	No restrictions	N/A	Safety	Under 18 are not permitted in the pool 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.
Equipment <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"/>				

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>	All bedding provided, we recommend towels be brought but can also be hired - this must be booked prior to arrival.	
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Between 9pm and 7am, live-in staff on call via foyer phone for emergencies. Staff available at reception from 7am to 8pm for all manner of help and enquiries	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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"/>
First Aid	<i>Are first aid kits available for each activity?</i> <i>Is there a trained first aid officer at the venue?</i> <i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-related employment	<i>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?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i> <i>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>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.</i>	

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

Venue Location Phone Number	COFFS HARBOUR YHA 51 COLLINGWOOD ST 02 6652 6462	Website Fax Number	www.yhagroups.com.au 02 6651 8629
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