



ACCOMMODATION INFORMATION

FOR GROUP STAYS

PROPERTY NAME Coffs Harbour YHA

LOCATION 51 Collingwood St, Coffs Harbour, NSW2450

PHONE NUMBER 02 6652 6462

EMAIL coffsharbour@yha.com.au

WEB ADDRESS yhagroups.com.au

INSURANCE Does the property have public liability cover?

Yes ☒

No ☐

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 property</i>	Control strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Accommodation	Any	Yes	Security	WHS policies
				24 hour staffing available

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs

Bunk beds

Linen, doonas, pillows

Is all equipment at the property maintained in accordance with the WHA Regulation, appropriate standards and codes of practice?

Yes ☒

No ☐

Other requirements

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 property

Sunscreen available

Supervision/services

List services provided by property including briefings, guided tours, supervision of activities etc

Staff briefing on property facilities and emergency procedures on arrival

ACCESS

Are access to and egress from the premises safe and without risk to health?

Yes ☒

No ☐

Is the property wheelchair accessible?

Yes ☒

No ☐

Are disabled toilets available?

Yes ☒

No ☐

EMERGENCIES

Are emergency procedures in place in the property?

Yes ☒

No ☐

Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?

Yes ☒

No ☐

CONSTRUCTION/MAINTENANCE/REPAIR

Are licensed personnel used for all construction, maintenance and repair work?

Yes ☒

No ☐

FIRST AID

Are first aid kits available for each activity?

Yes ☒

No ☐

Is there a trained first aid officer at the property?

Yes ☒

No ☐

Is a first aid room available?

Yes ☐

No ☒

CHILD-RELATED EMPLOYMENT

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 ☐

No ☒

Please note that the information provided above was current as at the date above. It has been provided by the property to assist employees in their management planning for excursions. If further information is required please directly contact the property.