



# ACCOMMODATION INFORMATION

## FOR GROUP STAYS

PROPERTY NAME .....

LOCATION .....

PHONE NUMBER .....

EMAIL .....

WEB ADDRESS .....

INSURANCE Does the property have public liability cover? Yes  No

<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 property</i>	<b>Control strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs</i>	

Is all equipment at the property maintained in accordance with the WHA Regulation, appropriate standards and codes of practice? Yes  No

<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 property</i>	

<b>Supervision/services</b> <i>List services provided by property including briefings, guided tours, supervision of activities etc</i>	

## 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.**