



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Railway Square YHA			
Location	8-10 Lee St, Sydney NSW 2000			
Phone number	(02) 92819666	Fax number	(02) 92819688	
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>
Accommodation	Ages 13+	N/A	Security	24 hour reception
Accommodation	Ages 13+	N/A	Security	Rooms allocated close together as possible and split by gender.
Accommodation	Ages 13+	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				
<p style="text-align: right;"><i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>				

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>	24 hour reception
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 employees and others undertaking work (including volunteers) 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"/>
First Aid	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" 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	Railway Square YHA 8-10 Lee St, Haymarket. NSW 2000	Website	www.yhagroups.com.au
Phone Number	(02) 92819666	Fax Number	(02)92819688
Insurance	RSQ YHA has public liability insurance of \$20 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	RSQ 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	Swimming pool Bedrooms & Common Areas	Use of pool by large groups is discouraged and guardians must supervise young participants at all times at all times. Correct signage is displayed 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 RSQ 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	Broadway General Practice Level 1, Broadway Shopping Centre, 1 Bay St Sydney 2000	Phone number:	02 9281 5085
Nearest Hospital	Royal Prince Alfred Hospital Missenden Rd, Camperdown 2050	Phone number:	02 9515 6111