

**Venue and safety information for school excursions**

Work Health and Safety Directorate



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| Venue name  | **The Rocks Dreaming Aboriginal Heritage Tour (Owned and operated by Dreamtime Southern X)** |
| Location  | The Rocks, Sydney (Business address: Level 2, 163-185 Parramatta Road, CAMPERDOWN, NSW 2050 |
| Phone number | Landline. 02 9517 4390 Mobile: 0428 661 019 | Fax number | n/a |
| Web address | www.dreamtimesouthernx.com.au |
| Insurance | *Does the venue have public liability cover?* Yes ✓ No [ ]  |
| Activity/program*Please list* | Recommended age group/fitness level/ prerequisite skills | Staff accreditation/ competence*for this activity/program* | Potential risks*List hazards/risks related to each activity/program and the venue* | Control Strategies*Outline strategies for ensuring visitor safety for this potential risk* |
| Guided walking tour of The Rocks from an Aboriginal perspective, including Cadmans Cottage, Bligh & Barney Park and the Argyle Cut | K-12 Fitness level: low.No prerequisite skills necessary. | Guides are internally accreditedfollowing completion of induction training, which includes: safety, evacuation and group management.  | Road crossings. Potentially dangerous Strangers.Potential accidents (E.g., falls, abrasions and cuts). Fire or disaster | Dreamtime Southern X road crossing policy and group management checklist strictly adhered to. Staff to student ratio equals 2:30 (including Guide and accompanying teacher). The Rocks Rangers hold senior first aid Certificates. All guides carry mobile phones.Emergency response plan in place.No venues are visited – outside only. |
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| **Equipment***List any equipment, including personal protective equipment, to be provided for use during the activities/programs.* |
| Pieces of greenstone (nephrite jade), flax baskets, laminated images and/or I-pad,  |  |
|  | *Is all equipment at the venue maintained in accordance with the WHS 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 venue* | Required: comfortable footwear suitable for walking, sunscreen, wet weather protection (raincoat/umbrella) |
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| Supervision/services*List services provided by venue including briefings, guided tours, supervision of activities etc* | All groups accompanied by a trained Dreamtime Southern X Guide for duration of the tour.  |
| Ratio 2: 30 including accompanying teacher. Accompanying teacher holds responsibility for duty of care.  |
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| Access | *Are access to and egress from the premises safe and without risk to health?* Yes ✓ No [ ] *Is the venue wheelchair accessible?* Yes No ✓ *Are disabled toilets available?* Yes ✓ No [ ]  |
| Emergencies | *Are emergency procedures in place in the venue?* 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/medical emergency | *Are first aid kits available for each activity?* Yes ✓ No [ ] *Is there a trained first aid officer at the venue?* Yes ✓ No [ ] *Is a first aid room available?* Yes [ ]  No ✓If an emergency occurred, the following procedures should be followed:1. Contact emergency services

Emergency service access/medical evacuation Emergency + smartphone app downloaded and available to staff Yes ✓ No  ii. Distance to nearest hospital/medical facility Gateway Quayside Medical Centre = 0.5km  Macquarie St Hospital = 1.2 km  |
| Potential tree zones |  |
| Other factors that may be relevant to risk management |  |
| 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 [ ] *If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screenin**g?*NSW Commission for Children and Young people. |
| *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 ✓ No [ ] *Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?* Yes ✓ No [ ] *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.* |

**Please note that the information provided above was current as at** May 2015. **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.**