

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Lessons Afloat			
Location	8/6 John Street North Sydney 2060			
Phone number	(02) 9929 4919	Fax number	(02) 9929 4911	
Web address	www.lessonsafloat.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>
Sydney Harbour excursions specially prepared to supplement current school syllabuses. Aboard your own private ferry.	K-Year 12 Minimal fitness required. Students are required to participate in class room and out door activities.	All marine crew are appropriately certified by the NSW Maritime Authority and undergo regular drills and training as required by our safety management system.	Embarking and disembarking the vessel using the gangplank.	Crew are in attendance at the gangway at all times during boarding, teachers are asked by our staff to also be in attendance to ensure orderly boarding.
			Unpredictable motion of a floating vessel.	All passengers are asked during the initial safety briefing to remain seated and use caution if moving around the vessel.
Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Please note that the information provided above was current as at 28/1/2005. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

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>	Students should be advised to wear flat soled footwear and to bring and apply sunscreen.	
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	At all times responsibility for care and control remains vested in the school or college. The school or college is to provide sufficient adults to adequately supervise all students. Lessons Afloat does not accept responsibility for the care and control of the students under the supervision of the school or college.	
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 type="checkbox"/> No <input checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are staff 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>	
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 of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i>	
<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>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i> <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input 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 Training on (02) 9836 9200.</i>		

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