



VENUE and SAFETY INFORMATION for SCHOOL EXCURSIONS

Venue Name	Wirramina Environmental Centre		
Location	Burrumbuttock		
Mailing Address if different to location	Burrumbuttock PS, Howlong Road		
Phone Number	02 6029 3525	Fax Number	02 6029 3235
Email	burrumbutt-p.School@det.nsw.edu.au	Web Address	
Insurance	Does the venue have public liability cover?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Activities / Programs Provide a general description of each activity/program and recommend age, group, fitness level, prerequisite skills, etc required. Also list the accreditation / competence of staff to provide the activity / program.	Activity / Program	Age group, fitness level, prerequisite skills, etc req'd	Staff accreditation / competence
	Environmental Art Activity Environmental Pond Activity Orienteering Course Self-guided walks	No specific fitness levels required Ages 6+	Teachers
Safety Issues / Considerations List (potential) hazards related to each activity / program and the venue and outline strategies for ensuring visitor safety.	(potential) Hazards	Safety Strategies	
	Snakes / insect bites Falling limbs from trees Allergic reactions to insects / plants Water quality testing Bush Fire	All staff to look on ahead for snakes, fallen limbs etc. before letting children enter park Staff to be prepared for relevant of allergies children may have Alkaline and acidity tests done in water before excursions Park not used with excursions when a total fire ban day has been declared	
Equipment Where relevant, list any equipment, including personal protective equipment (PPE), to be provided for use during the activities / programs. Can you confirm that this equipment is maintained, repaired and in good order with safety features operational?	Equipment	Good working order and safety features operational (yes/no)	
	Gloves and goggles to be worn by teachers when testing pond water Dip netting equipment Waders worn by yr12 students when conducting environmental pond activity	Yes	

Clothing / Footwear / Other Where relevant, list clothing / footwear and other items participants are required to bring. Indicate if any items are provided by the venue.	Clothing / Footwear / Other Items Required		
Supervision / Services Outline services provided by venue staff including briefings, guided tours, supervision of activities, etc.	Supervision / Services		
Access	Are access to and egress from the premises safe and without risk to health and safety?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Emergencies	Are emergency procedures in place for the venue?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
First Aid Describe first aid facilities, etc	Staff to carry portable first aid kits on excursions around park First Aid facilities also available at Burrumbuttock Primary School		
Construction / Maintenance / Repair	Are licensed personnel used for all construction, maintenance and/or repair work?	YES <input checked="" type="checkbox"/> Regular pruning of trees along pathways Cleaning of spiders/webs and leaf litter Volunteers are appropriately experienced in maintenance	NO <input type="checkbox"/>
Additional Comments (if any)			
Please Note: The information provided above was current at 23 October 2006 If this information changes, the venue will advise DET and provide an update.			