



VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name:	Total Field Days		
Location:	Total Agricultural Centre, Tocal Road, Paterson NSW 2421		
Phone:	4939 8820	Fax:	4939 8807
Web:	www.tocalfielddays.com	Email:	fielddays@tocal.com

Insurance	Does the venue have public liability cover?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	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>
Inspect vintage and contemporary farm machinery and equipment	All ages	School teacher supervision	Very Low Risk	Visitors to remain behind display barriers
View livestock demonstrations and exhibits	All ages	School teacher supervision	Very Low Risk	Visitors to remain behind display barriers
View safe handling of farm machinery and equipment	All ages	School teacher supervision	Very Low Risk	Visitors to remain behind display barriers
Pat animal nursery exhibits	All ages	School teacher supervision	Low Risk	Visitors monitored to ensure safe, gentle touching of animals and hand washing after contact
Attend formal lectures/talks on farming practices	Year 9+	School teacher supervision	Very Low Risk	Visitors to use allocated seating
Touch live marine creatures	All ages	School teacher supervision	Low Risk	Visitors to heed instructions from Dept Primary Industries' Fisheries staff
View displays and experiments relating to natural resources	All ages	School teacher supervision	Very Low Risk	Visitors to heed instructions from display staff and remain in front of displays

Please note that the information provided was current as at 16 January 2007. It has been provided by the venue to assist teachers in their risk management planning for excursions. Please contact Tocal Field Days office if further information is required. If this information changes, the venue will advise the Department of Education

Equipment <i>List any equipment, including personal protection 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"/>

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>	Appropriate footwear for grassy surfaces and sun-protection clothing is recommended.

Supervision/services <i>List services provided by venue staff 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 <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Is the venue wheelchair accessible? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Are disabled toilets available? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Are staff trained to deal with emergency situations? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

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Construction/Maintenance/Repair	Are licensed personnel used for all construction/maintenance and repair work?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Access	Are first aid kits available for each activity?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	Is there a trained first aid officer at the venue?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	Is a first aid room available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Child-related employment	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	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	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.		

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