

VENUE SAFETY INFORMATION FOR SCHOOL EXCURSIONS

VENUE NAME	University of Western Sydney Female Orphan School			
LOCATION	Parramatta Campus (Off Victoria Road Parramatta)			
PHONE NUMBER	(02) 4620 3450			
FAX NUMBER	(02) 4620 3559			
WEB ADDRESS	http://virtualtours.uws.edu.au/home			
INSURANCE	Venue has public liability insurance			
Activity/program:	Recommended age group/fitness level/prerequisites skills	Staff accreditation/competence: Minimum	Potential Risks	Control Strategies
Workshops/tours	Years 7 - 12	Fine Arts/Visual Arts Degree	1. Pedestrian crossing from carpark to sculpture exhibition site	1. UWS staff are stationed at bus drop off point and supervise and support group use of pedestrians crossing
	Fitness N/A	Child Protection clearance	2. Interference from members of the public	2. Two security staff members are based at Parramatta at all times during the day and are trained in first aid officers and would provide treatment if an unforeseen accident should occur.
	Prerequisites N/A			3. Art Curator, gallery attendant and education officer will have all undertaken training relating to child protection issues, who will accompany schools on education workshops
Access	<i>Are access to egress from the premises safe and without risk to health ?</i>	Yes		
	<i>Is the venue wheelchair accessible ?</i>	Yes, there is lift in the FOS that enables wheelchair access to the gallery .		
	<i>Are disabled toilets available ?</i>	Yes , located in FOS		
Other requirements (List relevant clothing, footwear and sunscreen, that participates are required to bring	<i>Covered footwear, comfortable footwear for wearing outdoors. Recommended for participants to bring hats, sunscreen and other appropriate sun protection as some tours and workshops may take place outside.</i>			
	<i>Recommends that contingencies for wet weather are made by students and staff in regard to clothing. Outdoor undercover shelter is available under verandahs around the FOS, if school intends to stay for lunch, as well as indoor undercover areas, bottom level of West Wing of FOS.</i>			

Emergencies	<i>Are emergency procedures in place in the venue ?</i>	Yes		
	<i>Are staff trained to deal with emergencies ?</i>	Yes		
Construction/Maintenance/Repair	<i>Are licensed personnel used for all construction, maintenance and repair work</i>	Yes		

Please note that information was accurate at 28 September 2011.

It has been provided to assist teachers in their risk management planning excursions.

If further information is required please contact Monica McMahon 4620 3450