

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Organisation Name:	Oakvale Farm and Fauna World		
Venue Location:	3 Oakvale Drive, SALT ASH NSW 2318		
Phone Number:	(02) 4982 6222	Fax Number:	(02) 4982 6533
Email Address:	admin@oakvalefarm.com.au		
Insurance	Does Oakvale Farm have public liability cover?		Yes / No

Activity/Program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation and 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>
Bottle Feeding and Patting of Animals	All Ages	All Abilities	Injury or infection - Biting, scratches, spread of bacteria	Only small, calm animals are not enclosed. Animals will be supervised by qualified Oakvale staff and teaching staff. Hand washing facilities are provided.
Cow Milking	All Ages	All Abilities	Injury or infection	This interactive activity has 1 on 1 supervision by a Oakvale Staff member. Hand washing facilities are provided.
Patting Koalas	All Ages	All Abilities	Injury- Biting or scratching	Only small groups are escorted through at a time and supervised by Oakvale Staff and Teaching Staff.
Tractor Trailer Ride	All Ages	All Abilities	Injury	The tractor is enclosed on 4 sides and moves at a walking pace. All participants are requested to remain seated and are supervised by the driver throughout the duration of the activity.

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Train Rides	All Ages	All Abilities	Injury	The train track is fully fenced and supervised while ever in motion. Parents or teachers can ride with small children for added supervision if desired.
Merry-Go-Round Ride	All Ages	Must be able to sit unassisted	Injury	The Merry-Go-Round Ride is fully fenced and supervised at all times when in operation.
Sand Play Ground with Swing Set, Large Shoe, Slippery Dip.	All Ages	All Abilities	Injury	No climb exceeds 1.5metres in height and children should be supervised whilst using facilities.
Duck, Geese and Pelican Feeding	All Ages	All Abilities	Injury	This activity is supervised by Oakvale Staff and encouraged to occur in small groups.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

No equipment necessary

Is all equipment maintained in accordance with the OHS regulation and appropriate standards? **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.

Participants should come prepared with secure footwear (enclosed shoes), hat and/or sunscreen.
Our venue provides fully undercover eating areas and shade for all main activities such as feeding displays, cow milking, patting of koalas, tractor trailer rides.
Hand washing facilities are provided at various points throughout the park

Supervision and services

List services provided by venue staff including briefings, guided tours, supervision of activities etc.

Our venue staff provide briefings upon arrival to the park to outline the appropriate facilities if required. Also all major activities are announced over our P.A system. Also staff provide an informative Koala talk in Koala Village and an overview of the whole farm on the Tractor Trailer Ride.

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Access	<p><i>Are access to and egress from premises safe and without risk to health?</i></p> <p><i>Is the venue wheelchair accessible ?</i></p> <p><i>Are there disabled toilets available?</i></p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
Emergencies	<p><i>Are emergency procedures in place at the venue?</i></p> <p><i>Are staff trained to deal with emergency situations?</i></p>	<p>Yes / No</p> <p>Yes / No</p>
Construction, Maintenance and Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i></p>	<p>Yes / No</p>
First Aid	<p><i>Are first aid kits available for each activity?</i></p> <p><i>Is there a trained first aid officer at the venue?</i></p> <p><i>Is a first aid room available?</i></p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
Child-related employment	<p><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></p> <p><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></p> <p><i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i></p> <p><i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i></p> <p><i>If unsure about the status of your organisation or these legislation requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200</i></p>	<p style="text-align: center;">Yes / No</p> <p style="text-align: center;">NSW Department of Tourism, Sport and Recreation</p> <p style="text-align: center;">Yes / No</p> <p style="text-align: center;">Yes / No</p>