

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Coffs Harbour Butterfly House, the Maze & Tearooms			
<b>Location</b>	5 Strouds Rd, BONVILLE NSW 2441			
<b>Phone number</b>	(02) 66534766	<b>Fax number</b>	(02) 6653 4716	
<b>Web address</b>	<a href="http://www.butterflyhouse.com.au">http://www.butterflyhouse.com.au</a>			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Guided Tour of the Butterfly House	Pre-school to Yr 12	Permanent staff who are familiar with and competent in all activities available on premises	Exposure to heat, humidity and sunlight	Communication of need for short breaks to control exposure time, rotation of groups, cold water and sunscreen available
Age-related activity to develop understanding of butterfly life-cycle	Preschool to Yr 12	Two staff members teacher trained, one for primary		
Guided exploration of the maze	Preschool to Yr 12		Exposure to sunlight, Minor cuts and grazes, Insect bites	Wearing of hats modelled by staff, communication of need for walking in maze area, ice packs available, staff monitor surrounds for any insects and remove when found

Please note that the information provided above was current as at <insert date>. 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.


<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Pencils and glue are needed for activity about life-cycle but are provided at venue.	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Other requirements</b> <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>	Hats and sunscreen are necessary when using the venue as the maze is outdoors and the Butterfly House is made of glass. Sunscreen is available for use at the Butterfly house if necessary.

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Staff provide supervision at each activity. Children are divided into groups of 15 - 20 for each activity and rotated between activities. Also one preschool/school staff are allowed free entry with each 5 paying studentsl.
	Each student has the lifecycle explained verbally and shown to them within their group and also completes an age-appropriate activity to develop and enhance their understanding.
	All students are given clear directions of expected behaviour in regards to safety for themselves and rest of group.

<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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<b>First Aid</b>	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 type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	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? Dept of Tourism, Sport and Recreation	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/> No <input 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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