

VENUE AND SAFETY INFORMATION FOR SCHOOLS

NSW government schools are required to complete a Risk Assessment of their planned excursion.

"The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess and then eliminate or control risks associated with excursions." [Department of Education](#)

To assist schools in constructing a risk assessment for their next excursion to the Bathurst Rail Museum we have put together some information that may assist you.

The important point to note is that teachers must make their own risk assessment of the proposed excursion. Bathurst Regional Council cannot make the assessment for you.

General Information

Item	General	Details	Remarks
Contact details	Bathurst Rail Museum	museums@bathurst.nsw.gov.au Phone 63336543	School bookings by appointment.
Location	126 Havannah Street Bathurst	Bathurst Rail Museum is located next to the Bathurst Railway Station on Havannah Street.	Access is via a ramp from the Bathurst Railway Station car park and Havannah Street.
Parking	Havannah Street	Car parking is available in the Bathurst Railway Station Car park.	School supervisors control children. School supervisors ensure children debus when it is safe to do so.
Public Toilets	Located in the Museum Building	This facility is open to the general public.	School supervision of students at all times.
Supervisory services (briefings)	Through prior arrangement Bathurst Rail Museum can supply guided tours and self guided visit briefings.	The aim of Bathurst Rail Museum is to provide a safe and informative environment for visitors and others however staff are not in the position to supervise groups outside the parameters already described.	Group leaders are reminded of the requirements of the Department of Education (DoE) regarding supervision of groups and supervisor-student ratios.
Access	Bathurst Regional Council is committed to providing suitable and safe access to all public venues.	Bathurst Rail Museum has disability access at the front door and evacuation routes. Disabled toilet facilities are also available.	For visitors with other special needs please contact Bathurst Rail Museum staff for more information.
Emergency	Bathurst Regional Council has emergency evacuation plans in place for all Council controlled sites.	Bathurst Rail Museum has in place emergency evacuation charts, emergency plans, and trained wardens.	Although council complies with all requirements under the BCA, AS, and associated legislation, visiting groups are reminded of their responsibilities under DoE guidelines.

		Emergency drills are conducted every 12 months as a minimum. All emergency systems are inspected and maintained by qualified contractors in line with the appropriate codes of practice and legislation.	
First Aid	All Bathurst Regional Council facilities comply with the Code of Practice "first Aid in the Workplace."	Access to first aid kits is available at the counter. All kits are inspected as per the previously mentioned Code of Practice. Bathurst Rail Museum staff are first aid qualified.	Bathurst Rail Museum does not provide specialist equipment such as epi pens or inhalers which must be supplied by the visiting group if required.
Construction repair and maintenance	Bathurst Regional Council maintains venues to the highest possible levels.	All construction, repair, and maintenance work on Council controlled sites are carried out by qualified tradesman and experienced technicians.	All construction repair and maintenance of Bathurst Regional Council facilities are carried out by businesses taken from the preferred supply list which have been vetted for compliance and competence or have been employed as part of a stringent tender system. All work is inspected by Council officers at completion.
Child related employment	Where established as part of the risk assessment process, Bathurst Rail Museum staff has undertaken the appropriate checks and registration as required by the Child Protection Act 2012.	Where staff may be engaged in activities as described section 6 of the Child Protection Bathurst Rail Museum will ensure the correct vetting and certification has been carried out as per Council Policy and State legislation.	As Bathurst Rail Museum staff do not, unless otherwise stated in program guides or activity synopsis, normally have "direct unsupervised contact with students they may not have been identified as requiring a Working with Children Check. If this may restrict your visit to, or enjoyment Bathurst Rail Museum please contact the venue liaison officer who will do their utmost to assist.
Insurance	As a Local Government organisation Bathurst Rail Museum has extensive public liability and workers compensation insurance	Bathurst Regional Council is insured for public liability risk through StateWide Mutual	Although Bathurst Rail Museum has full insurance cover groups are expected to have their own cover as required by DoE and taking into account the risk associated with the group and activity.