

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 Chifley Home and Education Centre 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	Chifley Home and Education Centre	museums@bathurst.nsw.gov.au Phone 63336543	School bookings by appointment.
Location	10-12 Busby Street Bathurst	The entrance is located in the back garden of the Education Centre at 12 Busby Street Entry to Chifley Home and Education Centre is by guided tour only.	Access is via a ramp from Busby Street. Please enter Chifley Home and Education Centre via the back garden.
Parking	Busby Street	Chifley Home and Education Centre is located in a residential street.	School supervisors control children. School supervisors ensure children debus when it is safe to do so.
Public Toilets	Located outside Chifley Home and Education Centre building.	This facility is open to the general public.	School supervision of students at all times.
Supervisory services (briefings)	Through prior arrangement Chifley Home and Education Centre can supply guided tours and briefings.	The aim of Chifley Home and Education Centre 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.	Chifley Home and Education Centre has disability access at the front door and evacuation routes. Disabled toilet facilities are also available.	For visitors with other special needs please contact Chifley Home and Education Centre staff for more information.
Emergency	Bathurst Regional Council has emergency evacuation plans in place for all Council controlled sites.	Chifley Home and Education Centre has in place emergency evacuation charts, emergency plans, and trained wardens. Emergency drills are conducted every 12 months as a minimum.	Although council complies with all requirements under the BCA, AS, and associated legislation, visiting groups are reminded of their responsibilities under DoE guidelines.

		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. Chifley Home and Education Centre staff are first aid qualified.	Chifley Home and Education Centre 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, Chifley Home and Education Centre 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 Chifley Home and Education Centre will ensure the correct vetting and certification has been carried out as per Council Policy and State legislation.	As Chifley Home and Education Centre 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 Chifley Home and Education Centre please contact the venue liaison officer who will do their utmost to assist.
Insurance	As a Local Government organisation Chifley Home and Education Centre has extensive public liability and workers compensation insurance	Bathurst Regional Council is insured for public liability risk through StateWide Mutual	Although Chifley Home and Education Centre 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.