

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Theatre Oz		
Location	Unit 3/1a Blackbutt Road, PORT MACQUARIE, 2444		
Phone number	0490 441 724	Email	info@theatreozpm.com.au
Web address	https://www.theatreozpm.com.au/		
Insurance	Does the venue have public liability insurance cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence for this activity/program	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>
Arrival Booked Visits & Self Guided Visits Performances	All ages	Teachers	Late arrival	Schools should plan to arrive 10 minutes before their allocated session starting time. It is recommended that teachers carry a mobile phone to advise staff of any delays
			Venue Access	Parking is limited. Buses may drop students off at the front of the Blackbutt Business Centre, containing Theatre Oz Unit Buses which cannot park on site. Students may require teacher supervision to gain safe access into the Theatre Oz. Teachers will be responsible for accompanying students in the building at all times
			Trips/slips and falls	Use the Blackbutt Business Centre (BBC) pathways to escort students to Theatre Oz front entrance. BBC carpark is a high traffic car park.
			Lost students	Please make sure every student is accounted for before proceeding. Students should not leave the building unless accompanied by a supervising teacher/carer.

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			Disabled Access	Theatre Oz's entrance and access to bathrooms are both disability accessible. Theatre Oz has a disabled toilet
			Injuries caused by: touching electrical equipment, sharp or heavy objects	Students should be reminded: <ul style="list-style-type: none"> • not to run • not to enter areas marked 'no access' • not to touch objects or electrical equipment
			Bulky Bags	Bags cannot be taken into the Regional Gallery or the Glasshouse Theatre. Storage facilities are not available, so it is recommended students don't bring their school bags or valuables
			Lost Property	School groups must take full responsibility for all items brought onto site. The school will need to contact the Theatre Oz Operations Manager in relation to personal property left on the premises. Theatre Oz contact number is 0490 441 724
			Emergency Evacuation	In the event of an emergency, students must follow the instructions of the Theatre Oz staff members. There are 2 emergency exits in the building. The evacuation site is located on the grassed area under the Blackbutt Business Centre vertical sign
Student behaviour during visit	All ages	Teachers and Theatre Oz Staff	Induction	On arrival, your group will be briefed on the tour and assisted with any other details.

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Equipment	
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
No personal protective equipment is required.	<i>Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen, which participants are required to bring. Indicate if any items are provided by the venue</i>	Please ensure all students are wearing covered (closed-toed) shoes.
	Please ensure all students bring a hat to wear when walking to and from transport and when taking breaks.
	Please ensure students bring water with them.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All groups will be briefed by Theatre OZ staff at the beginning of the visit.
	Teachers should maintain direct supervision of their students at all times during their visit to Theatre Oz. Each adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group whilst at Theatre Oz.
Access	<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"/>
Emergencies	<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"/>
Construction/ Maintenance Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Theatre Oz's construction/maintenance/repair work is either undertaken by qualified and licensed in-house staff or by external contractors employed by the University. Theatre Oz has systems in place for licensing of both staff and construction/maintenance contractors.
First Aid	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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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 (Working With Children) Act 2012?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></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>The Office of the Children's Guardian</p> <p><i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Have all paid and unpaid child-related employees completed a Prohibited Employment Declaration?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>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.</i></p>

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