

Equipment				
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Hats for outdoor excursions		First aid kits for outdoor excursions		
Sunscreen for outdoor excursions		Shoes must be worn at all times		
		<i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Other requirements <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>	We require the appropriate ratio of teachers to students. A teacher must be present during all activities.	
	Science Space is operates under a strict COVID Safe Operational Plan and will require all attendees to adhere to the plan and the direction of staff members during their visit.	
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	All activities are supervised by University trained staff	
Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/> No <input 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"/>
Child-related employment	Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People 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?	
	If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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 Communities on (02) 9836 9200.</i>		

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.

