

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Blundells Cottage (The Cottage)
Location	Wendouree, Commonwealth Park, Parkes ACT
Phone Number	02 6272 2902
Web address	www.nationalcapital.gov.au
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Activity/ program	Recommended age group/ fitness level/ prerequisite skills	Staff accreditation/ competence	Potential risks	Control Strategies
Arrival and departure	All Ages	None required	Late for guided tour Trip/fall/near miss in car park.	Plan to be at the Cottage and alight from the bus no less than 5 minutes before booked tour. Advise Blundells Cottage Officer by phone (02 6273 2667) of any possible lateness. Late arrivals may have their tour shortened. Designated drop off point for students with direct access to footpath.
Walking in cottage garden	All ages	None required	Trip/fall on uneven ground and paths.	Care should be taken when walking in gardens. Paths are uneven, and may be slippery when wet or frosty.

Facilitated programs	All ages	All facilitators, including volunteers, have been trained in all aspects of the Cottage and have undergone police security checks.	<p>Student injured or ill during the program.</p> <p>Student wander away from group in the Cottage and becomes lost.</p> <p>Students behave inappropriately in the Cottage disrupting other visitors or causing damage to exhibits.</p>	<p>First aid kit available on site.</p> <p>Groups are divided into small groups and supervising teachers must remain in the company of the school group.</p> <p>Students behaviour monitored and controlled by supervising teachers.</p>
Self-guided program	All ages	None required	<p>Student injured or ill during the program.</p> <p>Student wander away from group in the Cottage and becomes lost.</p> <p>Students behave inappropriately in the Cottage disrupting other visitors or causing damage to exhibits.</p>	<p>First aid available on site.</p> <p>Groups are divided into small groups and supervising teachers must remain in the company of the school group.</p> <p>Students behaviour monitored and controlled by supervising teachers.</p>
Bag storage	All ages	None required	Lost property	<p>Schools are encouraged to leave school bags on buses.</p> <p>The Cottage has no storage space available. Bags may be left on front porch at own risk and Blundells Cottage accepts no responsibility for lost items.</p>

Student behaviour at The Cottage	All ages	None required	Disruptive students showing lack of respect for other school groups/other visitors and/or staff/volunteers.	Teachers are required to stay with their students at all times and ensure appropriate behaviour at all times
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Equipment	Are all the exhibits and venue locations maintained in accordance with the OHS Regulation and appropriate standards? Yes No ✓
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Supervision	At all time students are to remain in the company of supervising teachers.
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Access	Are access to and egress from the premises safe and without risk to health? Yes No ✓
	Is the venue wheelchair accessible? Yes No ✓
	Are disabled toilets available? Yes No ✓

Emergencies	Are emergency procedures in place in the venue? Yes ✓ No
	Are staff trained to deal with emergency situations? Yes ✓ No

Construction/ maintenance/ repair work	Are licensed personnel used for all construction, maintenance and repair work? Yes ✓ No
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First Aid	Are first aid kits available if required? Yes ✓ No
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