

VENUE SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	National Zoo & Aquarium
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Location	Lady Denman Drive, Yarralumla, A.C.T
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Phone number	(02) 6287 8400
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Fax number	(02) 6287 8401
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Web address	www.nationalzoo.com.au
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Email	reception@nationalzoo.com.au
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Insurance	Does the venue have public liability cover? Yes (please find attached certificate of currency)
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Activity/program Please list	Recommended Age group/fitness Level/prerequisite skills	Staff Accreditation/ Competence For this activity/program	Potential risks List hazards/risks related To each activity/program And the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Guided tour of the facility	any	Staff trained in presenting guided tours	Dependent on adult:child supervision.	Staff monitor visitor movements throughout the park.

Equipment List any equipment, including personal protective equipment, to be provided for use during the activities/programs.	
None needed/None Provided	

	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes

Please note that the information provided above was current as at 1/7/2005. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

Other Requirements 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.	All are optional and dependant on weather. None are provided by the venue free of charge. None are provided by the venue as part of the excursion.
Supervision/Services List services provided by venue staff including briefings, guided tours, supervision of activities etc	Guided tours with 1 guide per 30 children approximately. Briefings upon entry by park staff. Children are to be accompanied by teachers/adults (1:10 ratio of adults to children F.O.C) at all times. Please note, this supervision is the responsibility of the school visiting.
Access	Are access areas to and from the premises safe and without risk to health ? Yes Is the venue wheelchair accessible ? Yes Are disabled toilets available ? Yes
Emergencies	Are emergency procedures in place in the venue ? Yes Are staff trained to deal with emergency situations ? Yes
Construction/Maintenance/Repairs	Are licensed personnel used for all construction, maintenance and repair work ? Yes
First Aid	Are first aid kits available for each activity? Yes Is there a trained first aid officer at the venue? Yes Is there a first aid room available? No

Child-related employment	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 (Prohibited Employment) Act 1998?	No
	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 paid staff undergone employment screening?	No
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	No
	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	

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Regional Insurance Division

CERTIFICATE OF CURRENCY

The cover under this policy is provided by Allianz Australia Insurance Limited ABN 15 000 122 850. This is to certify the insurance policy detailed below is current and in force. The cover provided is in the terms of the standard policy document named.

**Place of Issue: Canberra:
Issued to: Mutual Brokers**

Date: 10 June 2005

Fax/Postal: Auto

Policy Number: 22 0100121 LCP Type of Policy: Comm Liability

Period of Insurance: 14 July 2004 to 15 July 2005

Name of Insured: Sridate Pty Ltd T/AS National Zoo and Aquarium

Situation of Risk: Lady Denham Drive, Weston ACT

Interested Party:

Interest Insured: Sums Insured \$10,000,000

Fee Payable upon receipt of Certificate of Currency \$Nil

Signed by the Authorised representative of the companies

Signature RD Edwards **Date** 30/06/2005