

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Teen Ranch Australia		
Location	352 Cobbitty Rd, Cobbitty, NSW 2570		
Phone number	(02) 4651 2268	Fax number	(02) 4651 2736
Web address	www.teenranch.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" 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>
All activities have age appropriate session plans, supervision/ratios and facilitation techniques				
Archery	Year 3 or 8 Years and over No previous experience necessary	Internal Training and Assessment	<ul style="list-style-type: none"> - Struck by arrow - Bow slap (bow string hitting arm while firing) 	<ul style="list-style-type: none"> - Strict supervision and thorough safety briefing - Arm protectors available
Abseiling (Artificial Surface)	Year 7 or 12 Years and over No previous experience necessary	Abseiling Guide Artificial Surfaces (Single Pitch)	<ul style="list-style-type: none"> - Falling from height - Physical injury from impact with wall - Rope Burn - Anxiety and fear reactions 	<ul style="list-style-type: none"> - Strict supervision and thorough safety briefing - Appropriate safety equipment used (checked and maintained according to industry standards) - Appropriate helmets used - Gloves used - Voluntary participation asserted - Instructors monitor participants psychological and physical well being throughout activity

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Canoeing	Year 3 or 8 Years and over No previous experience necessary	Canoe Guide and Lifeguard	- Drowning - Injury caused by collision or paddle	- Identification of weak/non swimmers - Strict supervision and thorough safety briefing - Instruction on safely controlling the canoe - Session plans modified for younger participants
Challenge Course	Year 3 or 8 Years and over No previous experience necessary	Internal Training and Assessment	- Falling during participation	- Briefing on safety aspects and appropriate conduct during activity - Supervision throughout activity
Crate Climb	Year 3 or 8 Years and over No Previous experience necessary	Restricted climbing guide artificial surfaces (single pitch)	- Falling from height - Rope burn - Crates falling on onlookers - Anxiety and fear	- Strict supervision and thorough safety briefing - Appropriate safety equipment (checked and maintained according to industry standards) - Helmets worn at all times - Areas of danger identified to participants in briefing - Instructors monitor participants psychological and physical well being throughout activity
Giant Swing	Year 3 or 8 Years and over No previous experience necessary	Internal Training and Assessment	- Falling from height - Rope burn	- Strict supervision and thorough safety briefing - Appropriate safety equipment (checked and maintained according to industry standards) - Briefings on technique for haul teams
Giant Water Slide	No age restrictions	Internal Training and Assessment	- Participants coming off edge of slide - Participant hitting object underneath slide - Fall whilst sliding	- Instructors check selected site for any objects prior to laying the slide - Adequate supervision and briefing

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High Ropes	Year 7 or 12 Years and over No previous experience necessary	Challenge Ropes Course Conductor (High Elements)	<ul style="list-style-type: none"> - Falling from height - Anxiety and fear reactions - Injury from impact with facility 	<ul style="list-style-type: none"> - Strict supervision and thorough safety briefing - Appropriate safety equipment (checked and maintained according to industry standards) - Helmets and chest and waist harness worn - Voluntary participation asserted - Instructors monitor participants psychological and physical well being throughout activity - Safety signs at each transfer point
Horses	Year 3 or 8 Years and over No previous experience necessary	AHSE Instructor	<ul style="list-style-type: none"> - Kicked by horse - Falling from horse - Bitten by horse - Allergic reaction to horses 	<ul style="list-style-type: none"> - Strict supervision and thorough safety briefing - Helmets and appropriate clothing worn - Thorough briefing on riding technique and horse awareness - Horses appropriately selected according to participants' size and experience - Continued supervision whilst around horses - Identification of allergies prior to camp
Low Ropes	Year 3 or 8 Years and over No previous experience necessary	Internal Training and Assessment	<ul style="list-style-type: none"> - Falling whilst participating 	<ul style="list-style-type: none"> - Explanation of activity and safety guidelines and spotting techniques taught - Continual supervision
Pool Games	Year 3 or 8 Years and over No previous experience necessary	Lifeguard (Bronze Medallion)	<ul style="list-style-type: none"> - Drowning - Slipping on slabs around pool 	<ul style="list-style-type: none"> - Strict supervision and thorough safety briefing - Identification of weak/non swimmers - No running policy and supervision
Rock Climbing (Artificial Surface)	Year 5 or 10 years and over No previous experience necessary	Restricted Climbing Guide Artificial Surfaces (Single Pitch)	<ul style="list-style-type: none"> - Falling from height - Physical injury from impact with wall - Rope burn - Anxiety and fear reactions 	<ul style="list-style-type: none"> - Strict supervision and thorough safety briefing - Appropriate safety equipment used (checked and maintained according to industry standards) - Helmets used - Gloves available - Instructors monitor participants psychological and physical well being throughout activity
Meals	No age restrictions		<ul style="list-style-type: none"> - Adequate standard of hygiene - Allergic reactions 	<ul style="list-style-type: none"> - Health and Safety procedures and policies - Identification of allergies prior to camp

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Accommodation	No age restrictions	- Intruder - Fire or other emergency - Risk of assault	- Teen Ranch is private property - Emergency response plans in place - Briefings on emergency procedures - Sleeping accommodation secured and monitored by school staff
Child Protection			- All staff are screened (see below for details) - Separate en-suite accommodation for teachers, close to campers accommodation - Child protection policies in place

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Archery - bows, arrows, arm guards		High Ropes - chest and waist harnesses, helmets, lobster claws, ropes, metal ware
Abseiling - ropes, harnesses, helmets, metal ware, gloves		Horses - saddles, bridles, helmets
Canoeing - canoes, paddles, PFD's (Personal Floatation Devices)		Low Ropes - none necessary
Challenge Course – purpose built equipment appropriate for each scenario		Pool Games - pool toys
Crate Climb – ropes, harnesses, helmets, metal ware, crates		Ropes Tower - ropes, harnesses, helmets, metal ware
Giant Swing - Harnesses, ropes, release mechanism		
Giant Water Slide - slide		Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" 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>	Every Activity: sunscreen available at activity, covered shoes must be worn except canoeing
	Canoeing: old clothing (suitable for getting wet/dirty)
	Horses: long pants, enclosed shoes, shirts with no less than a cap sleeve
	All Ropes Activities: no skirts, long shirts (to prevent rubbing from harnesses)
	Pool Games: swimming costume

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<p>Supervision/services List services provided by venue staff including briefings, guided tours, supervision of activities etc</p>	<p>Teen Ranch provides qualified instructors for each specialised activity. This instructor provides technical and safety briefings for participants. Instructors provide supervision for those participants directly involved in the activity.</p> <p>Every user group is given an orientation meeting, outlining safety issues and site induction, on arrival at camp. A programmer is provided and is on duty between 8am and 10pm</p>
<p>Access</p>	<p>Are access to and egress from the premises safe and without risk to health? Yes Is the venue wheelchair accessible? Yes Are disabled toilets available? Yes</p>
<p>Emergencies</p>	<p>Are emergency procedures in place in the venue? Yes Are staff trained to deal with emergency situations? Yes</p>
<p>Construction/ Maintenance/ Repair</p>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes</p>

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First Aid	<p>Are first aid kits available for each activity?</p> <p>Is there a trained first aid officer at the venue?</p> <p>Is a first aid room available?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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Child-related employment	<p>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?</p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Department of Sport and Recreation</p>	<p>Yes</p> <p>Yes</p>
	<p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</p> <p>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</p> <p>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.</p>	<p>Yes</p> <p>Yes</p>

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