

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	OUTDOOR ADVENTURE CAMPS		
<b>Location</b>	Webbs Creek Road, Wisemans Ferry NSW 2775		
<b>Phone number</b>	02 4566 4366	<b>Fax number</b>	02 4566 4288
<b>Web address</b>	www.outdooradventurecamps.com.au		Email: info@outdooradventurecamps.com.au
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Public / Products Liability insurance with AON Risk Services Australia Limited to the value of \$10,000,000. Policy number is 01.015.0336437. Copy of Certificate of Currency is available if required.		

**NOTE:**  
**All OAC guides and instructors have current First Aid certificate (Senior, Wilderness or Remote) as a condition of employment**  
**Participants are instructed to bring sunhat, sunscreen, insect repellent and water bottles for all outdoor activities**  
**Where Safe Operating Procedures are indicated, copies are located on site at each camp and made available to supervising teachers**  
**Instruction period for all participants prior to commencing each activity**

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	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>
Abseiling	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Fall / Abrasions / Sprains / Fractures	Top belayed to instructor at all times Adult supervision above and below Instruction period for students prior to start Helmet and harness compulsory Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Abrasions, Sprains, Fractures etc)
Archery	Years 3 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Injury from arrow	Instruction period for students prior to start with strong emphasis on remaining behind the archer Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity

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Art and Craft	Years 3 - 12	Local Art and Craft Practitioners	Reaction to or misuse of materials	Adult supervision to ensure appropriate use of art and craft materials, glues, scissors etc
Bike Riding	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Fall or collision Abrasions / Sprains / Fractures	Instruction period for students prior to start Helmet compulsory Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Abrasions, Sprains, Fractures etc)
Bivouac	Years 7 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Bites, stings, allergic reactions  Natural disasters	Guides have training and practical experience in expedition and Australian bush conditions Instruction period for students prior to start Suitable clothing and footwear required Campsites in open areas with minimal risk from natural disaster Safe Operating Procedures (SOP) in place for Expedition and Emergency First Aid (Bites, Stings etc) and instructions for Bivouac Cooking
Bushcraft	Years 3 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Bites, stings, allergic reactions	Guides have training and practical experience in Australian bush conditions Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Emergency First Aid (Bites, Stings etc)
Bushwalking and Ecology Walk	Years 3 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Bites, stings, allergic reactions  Falls / Cuts / Abrasions / Sprains / Fractures	Guides have training and practical experience in Australian bush conditions Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Emergency First Aid (Bites, Stings, Cuts, Abrasions, Sprains, Fractures etc)
Campfire Cooking	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Burns	Guides have training and practical experience in Australian bush cooking Instruction period for students prior to start with strong emphasis on safe practices around fire Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Emergency First Aid (Burns)

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Canoeing, Explorer Boat, Raft Building and Raft Races	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid Continued: Current First Aid (Senior, Wilderness or Remote Area)	Fall into water / Drowning  Sunburn / Exposure	Guides have training and practical experience in water based activities Instruction period for students prior to start with strong emphasis on safe practices around water PFD 1 or 2 (life jackets) compulsory Sunscreen and sunhat compulsory Suitable clothing and footwear required Swimming only under teacher supervision Safe Operating Procedures (SOP) in place for Activities and Emergency First Aid (CPR)
Expedition, Navigation and Orienteering	Years 7 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Lost  Sunburn / Exposure  Bites, stings, allergic reactions  Falls / Abrasions / Sprains / Fractures	Guides have training and practical experience in Australian bush conditions, map to ground skills and protocols for instigating searches Sunscreen and sunhat compulsory Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activities and Emergency First Aid (Bites, Stings, Abrasions, Sprains, Fractures etc)
Flying Fox	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Fall / Cuts / Abrasions / Sprains / Fractures	Guide and teacher supervision at both ends of F/Fox, seating in enclosed harness away from working parts, safe landing area Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Cuts, Abrasions, Sprains, Fractures etc)
High Ropes	Years 7 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Falls / Abrasions / Sprains / Fractures	Helmet and harness compulsory Belayed to instructor at all times Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Abrasions, Sprains, Fractures etc)
Indoor Climbing Wall  Continued Next Page	Years 7 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness	Falls / Abrasions / Sprains / Fractures	Helmet and harness compulsory Belayed at all times Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for

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Indoor Climbing Wall Continued		or Remote Area)		Activity and Emergency First Aid (Abrasions, Sprains, Fractures etc)
Initiatives and Games	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Minimal	Adult direction and supervision
Obstacle Course / Low Ropes	Years 5 - 12	Cert IV Outdoor Ed or Equivalent  Current First Aid (Senior, Wilderness or Remote Area)	Low level risk of low fall (less than ½ metre) or sprained ankle	Instruction period for students prior to start Suitable clothing and footwear required Safe Operating Procedures (SOP) in place for Activity and Emergency First Aid (Sprains, Fractures etc)
Assist with food service at meals Wipe dining tables Sweep dining floor	Years 3 - 12	Under direct supervision by Catering Manager	Nil	Close supervision by Catering Manager No access to boiling water or stove-top
Use of toilets and showers	Years 3 - 12	Not applicable	Infection Scald Slip or fall	Bathrooms cleaned daily and rubbish removed Hot water temp control for primary students (LR) Non slip floors

### Equipment

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

Personal Flotation Devices 1 & 2 (life jackets) for water based activities	Harness for abseil, high ropes, indoor climbing and flying fox
Helmets for abseil, high ropes, indoor climbing and bike riding	Compasses and maps for navigation activities
Canoes and paddles, push bikes, archery equipment, explorer boat	Cooking utensils for campfire cooking activities
Raft building materials, art and craft materials	Fixed fittings for high ropes, low ropes, indoor climbing, flying fox
Support material for teambuilding initiatives and wet weather activities	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### 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

Full Participant Clothing and Equipment List provided by venue for all booked camps.  
Participant to bring sunhat, water bottle, sunscreen, insect repellent, sleeping bag, pillow, torch, toiletries and recommended clothing and footwear as per list mentioned

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<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Core Business: School camps with fully instructed OAC activity programs or partial OAC programs run in conjunction with school managed activities. Includes basic cabin style accommodation and all catering
	Other Business: Camp site hire for cadets, church groups, social clubs, universities etc. (Generally on weekends) Duke of Edinburgh Award: Expedition programs for Senior Students, Bronze, Silver and Gold levels Corporate teambuilding offsite

<b>Access</b>	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 2 roads in and out of each camp
	Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Plus water access Webbs Creek
	Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> and Careflight access to all camps

<b>Emergencies</b>	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Where licensed trades are required by law eg: electrician, gasfitter, plumber and in compliance with Local Council building specifications
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<b>First Aid</b>	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"/> All guides have current First Aid
	Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Utilise accommodation cabins

<b>Child-related employment</b>	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? 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? NSW Sport and Rec - OAC Approved Screening Agency Employer ID number is 8702. All management, guides, instructors, kitchen hands and auxilliary staff employed by OAC are subject to WWC checks. Clearance records are maintained at OAC Castle Mountain office. These records are available for inspection by School Camp Co-ordinators if requested.
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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## ADDITIONAL INFORMATION

- OAC's General Manager, with 20 years experience in developing, implementing and supervising adventure based school camp and corporate programs, designs a program for each school. The program is geared to the requirements and abilities of your group, based on advice from your School's Camp Co-ordinator. Our objective is to provide participants with an enjoyable and rewarding learning experience in a safe setting and employing the highest level of safety.
- Prior to camp the School's Camp Co-ordinator is forwarded medical forms for participants, asthma medical forms, clothing and equipment requirements list, parental consent form and directions to Outdoor Adventure Camps. These forms are also available on the OAC website at [www.outdooradventurecamps.com.au](http://www.outdooradventurecamps.com.au)
- Copies of OAC Safe Operating Procedures are permanently located in the following areas: OAC main office (at Castle Mountain Camp), OAC Staff Accommodation, Castle Mountain Camp teacher accommodation, Little River Camp teacher accommodation.
- Emergency Contact lists (local doctor, police, hospital etc) are located in the kitchens and teachers' accommodation at Castle Mountain and Little River Camps.
- Comprehensive first aid kits are located in kitchens at each camp. All instructors and guides accompanying student groups carry a basic portable first aid kit. A portable kit is also carried onsite in the Manager's car. Schools are encouraged to bring their own portable kits to accompany outdoor activities in accordance with DET Excursions Policy / Duty of Care, 6.3.1. point 3.
- Student accommodation consists of basic cabin style for 8-10 students per cabin. Separate teacher accommodation. Each camp site has male and female toilets and hot/cold showers. Showers and toilets on each site allow for wheelchair access. Wheelchair access to all dining and recreation areas.
- Catering comprises home-style cooked meals, prepared in commercial kitchens located at Castle Mountain and Little River camps in accordance with high levels of hygienic practice. Fresh fruit available at all times.
- On arrival in camp, teachers and students are briefed on camp protocols and safety issues.
- All relevant equipment and safety gear is provided by OAC and includes, but is not limited to, harnesses, helmets, Personal Flotation Devices 1 & 2 (life jackets), ropes, etcetera. Equipment is maintained in good order and serviced on a regular basis by appropriately qualified persons.
- Prior to each activity our instructors check that equipment and safety gear is functioning appropriately, all participants are suitably attired, including appropriate footwear, jewellery is removed if applicable, hair and loose clothing is secured.
- Each activity undertaken is preceded by a period of instruction.
- All efforts are made to include students with disabilities in normal activity programs, depending on the capabilities of the individual student.
- A radio base station is located in the OAC main office at Castle Mountain camp. All guides and instructors in charge of student groups at remote locations have a portable radio unit and can communicate with the base station and other groups.
- A public gold phone is available at the main Castle Mountain Camp. Both Castle Mountain and Little River camps have telephones in their respective kitchens which can be used in an emergency.
- Evacuation procedure. All 3 camps have 2 road accesses into and out of the camp. Furthermore, each camp is located on Webbs Creek which would facilitate evacuation by water if road evacuation proved unsuitable. The open areas are substantial in all 3 camps, providing room for Careflight helicopter landing in the event of a medical emergency. All OAC instructors are briefed on evacuation protocol. In the event of bushfire, where evacuation is decided to be inappropriate, students will be contained in the listed safe fire evacuation points at each camp, These points are located in the centre of large open areas: The Roundhouse at Castle Mountain. The Recreation Halls at Little River and Camp Bunya.

We trust this information will be of assistance in your Risk Assessment and Management process and strongly suggest that School Camp Co-ordinators personally visit our venue prior to camp to familiarize themselves with the site and assist in this process. Please contact us to arrange an inspection or if further information is required.

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