

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Surf World Gold Coast
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Location	1 st Floor, 35 Tomewin St, Currumbin (opposite Currumbin Wildlife Sanctuary)
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Contacts	Phone: (07) 5525 6380 Email: info@surfworldgoldcoast.com Web address: www.surfworldgoldcoast.com
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Insurance	Does the venue have public liability cover Yes <input type="checkbox"/> x No <input type="checkbox"/>
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Activity/program	Recommended Age group	Staff accreditation/ Competence	Potential Risks	Control Strategies
Guided tours	Yrs 5 - 12	Teacher/parent/helper Supervision Museum staff with surfing history knowledge	Slip/trip/fall Stairs to exhibition Glass panels enclosing exhibits Standing surf boards Heavy movable displays and cabinets	Non –slip flooring (carpet) Spaces cleared of trip hazards Handrails provided on stairs Children to walk slowly up stairs Displays set up and secured by competent personnel Boards secured Teacher/parent helper supervision

			Electrical equipment	Teacher/parent helper supervision
			Members of public visiting	Children sent to toilets in pairs and with a teacher/parent helper present at all times
			Possible spillage of food/drink	No food or drink in the exhibit/toilets

Equipment (personal protective equipment)	Nil required
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Other requirements (such as clothing, footwear, sun screen)	Sensible footwear
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Access	1. Is access to and egress from the premises safe and without risk to health? Yes x No
	2. Is the venue wheelchair accessible? Yes No x
	3. Are disabled toilets available? Yes No x

Emergencies	1. Are emergency procedures in place in the venue? Yes x No
	2. Are staff trained to deal with emergency situations? Yes x No

Construction/ Maintenance/ Repair	1. Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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First Aid	1. Is a first aid kit available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Please note that the information provided above was current as at 25 May 2016. It has been provided by Surf World to assist teachers in their risk management planning for excursions.