



This form provides information about the venue/facility to be used

Venue:

Address:

Distance from school:

Date:

Liaison person/contact:

Organisation:

Staff member assessing venue:

List of activities available at venue:

Activity 1:

Activity 2:

Activity 3:

Activity 4:

Activity 5:

Activity 6:

Activity 7:

Activity 8:

Activity 9:

Activity 10:

1. Is venue appropriate for activities planned? Yes / No

2. Is there suitable vehicle access for emergencies? Yes / No

3. Is there a supply of fresh water on site? Yes / No

4. Is communication available at the venue in an emergency? Yes / No

5. Communication method/s available (cellphone, telephone, VHF radio, etc including numbers /call sign)? Please list.

6. Are there hazards that require specific management strategies? Yes / No

7. If so, what are they?

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8. What strategies are in place to manage the hazards so that the venue is safe and effective for use?

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9. Does the facility have a current building Warrant of Fitness? Yes / No

10. Are there any age constraints or special conditions for use of any of the activities you offer?

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11. Are there suitable and adequate hygiene/toilet arrangements for off-site activities?
(e.g. rafting, camping). Yes / No

12. Additional notes relevant to safety.

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