

Venue name ibis Styles Canberra Eaglehawk

Location FEDERAL HIGHWAY, SUTTON, NSW 2620

Phone number 02 6241 6033 **Fax number** 02 6241 3691

Web address www.ibisstyles.com

Insurance Does the venue have public liability cover? Yes

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>
On Site Meals	All guests are to advise of any allergies or any other special dietary requirements.	Qualified chef All staff are taught safe food handling & hygiene procedures	Allergic reaction/illness	All school groups are sent menus prior to arrival and forms clearly stating that dietary requirements are to be given to ibis Styles Canberra Eaglehawk prior to arrival Chef is briefed each day via daily run sheets on prearranged dietary requirements
General Falls and trips	students are to be supervised at all times	staff first aid certificates are available at all times	bruises, broken bones, twisted ankles, hitting head on surface	traffic areas are well lit and maintained and this is monitored by the Maintenance Manager regularly
Swimming Pool	students are to be supervised at all times	staff first aid certificates are available at all times	Drowning, trips and falls	Area cleaned and maintained. Supervision of children required. No glass or sporting equipment in pool enclosure.
PLAYGROUND/TENNIS COURTS	Any age	Adult supervision of children	Risks associated with using playground equipment or playing tennis. Possible presence of wildlife (mainly kangaroos).	Area cleaned and maintained. Supervision of children required.