

VENUE and SAFETY INFORMATION for SCHOOL EXCURSIONS			
Venue Name	Mr Spokes Bicycle Hire		
Location	Barrine Dr ACTON ACT		
Mailing Address			
Phone Number	(02) 6257 1188	Fax Number	(02) 6257 1188
Email	jillimart@hotmail.com	Web Address	www.mrspokes.com.a
Insurance	Does the venue have public liability cover?	Yes ✓	No
Activities / Programs	Activity / Program	Age group, fitness level, prerequisite skills, etc req'd	Staff accreditation / competence
	Riding bicycles on bicycle paths in the vicinity of Lake Burley Griffin	This activity is suitable for any person over the age of ten with no significant special needs, activities can be selected for all fitness levels. All participants must be competent bike handlers.	participants in the program require the supervision of an appropriate number of responsible persons who have experience riding bicycles
Safety Issues / Considerations	(potential) hazards	Safety Strategies	
	fall from bike	equipment is maintained in good order, personal protective equipment is supplied and safety instruction is provided to supervisors	
	falling into Lake	supervising teachers instructed that all riders to remain to left of cycle path, travel in single file with distance no less than 2 bike lengths between them	
	collision with car	riders are instructed to remain a bicycle paths, and to dismount when crossing roads	
	dehydration	all cyclists riding longer than one hour are advised to carry water, and all hirers are provided with water on returning bicycle.	
	exposure to heat and cold	all cyclists are advised to dress appropriately to the weather and to seek shelter in inclement conditions	

Equipment	Equipment	Good working order and safety features operational ? (yes/no)
	bicycles - selection maintenance repair and adjustment is carried out only by trained and authorised personnel	yes
	personal protective equipment - selection and sizing undertaken only by trained and authorised personnel	yes
Clothing / Footwear / Other	Clothing / footwear / other items required	
	clothing - participants are advised to wear their clothing appropriate to the environmental conditions, such as sun smart clothing or wet weather protection.	
	footwear- participants are advised to wear sturdy, secure, closed toe footwear	
	Communications- it is recommended each riding group carries some form of communications equipment. For example, a mobile phone.	
Supervision / Services	Supervision / services	

	Mr spokes personnel welcome all participants and supervisors, and assist with the selection and adjustment of equipment.		
	Participant groups are requested to select a supervisor for each riding group. Mr spokes personnel will train these supervisors in appropriate safe operating procedures.		
Access	Are access and egress from the premises safe and without risk to health and safety?	yes ✓	no
	is the venue wheelchair accessible?	yes ✓	no
Emergencies	Are emergency procedures in place in the venue?	yes ✓	no
	Are staff trained to deal with emergency situations?	yes ✓	no
First Aid	A trained first aider and first aid kit are available at all times at the hire shop.		
Construction / Maintenance / Repair	Are licensed personnel used for all construction, maintenance and / or repair work?	yes ✓	no
Additional Comments	Prospective participants with special needs, should contact Mr spokes bicycle hire prior to booking.		
Please Note: The information provided above was current at 14 December 2006. Mr Spokes will strive to communicate any change to this information to relevant stakeholders.			