



An excursion to Pure Gelato

Background information for Teachers making Risk Assessments

The following information provides background information for teachers planning a school excursion to Pure Gelato. This information will assist teachers to prepare a RISK ASSESSMENT PLAN for their excursion. For more information contact Pure Gelato on PH: 9716 4488. NSW Teachers & parent helpers receive free entry for the excursion only. Those teachers / parent helpers wanting a gelato it will be at your own expense.

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| <p><u>Pure Gelato Information:</u> Arrival & Departure:</p> | <p>Schools should plan to arrive at least 10 minutes before the allocated booking time. This will allow time to organize payment, and use of bathrooms prior to entry.</p> <p>Group entry to Pure Gelato is staggered to avoid congestion in the Retail Area and to satisfy capacity regulations.</p> <p>Groups exit Pure Gelato and assemble outside. In the interest of public safety, groups are not permitted to gather in front of the retail shop doors.</p> |
| <p>Access to Pure Gelato:</p> | <p>Entry and exit to Pure Gelato is via the car park, particular supervision is required whilst walking through the car park to gain entrance to the front glass double doors. Our factory and retail store are on one level with wheelchair access.</p> <p>Students are advised to walk at all times, not to block off door ways.</p> <p>Mini Bus parking is available in the car park. Street parking is available for the larger buses/coaches.</p> |

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| <p><u>Pure Gelato Facilities:</u></p> <p>Retail Shop:</p> <p>Toilets:</p> <p>Disabled Access:</p> <p>Photography:</p> | <p>A factory outlet shop is located at Pure Gelato as you enter the main doors. If permitted by teachers, the students may buy items and any additional gelato at our regular retail prices.</p> <p>Toilets are located on your right as you enter the main doors of the retail shop. Baby change room facilities also available in (<i>Female Toilets</i>).</p> <p>Pure Gelato is fully wheelchair accessible.</p> <p>Photography inside the factory area is prohibited.</p> |
| <p><u>Occupational Health & Safety Issues:</u></p> <p>Health Regulations:</p> <p>Fire Exits and Evacuation:</p> <p>First Aid:</p> <p>Factory Safety Issues:</p> <p>Car Park: Assembly Area:</p> | <p>By Law and with HACCP standards all persons entering the factory have to wear hairnets.</p> <p>Pure Gelato has clearly marked Fire Exits in the public areas and complies with Fire Control regulations. Pure Gelato Staff are trained for emergency evacuation procedures.</p> <p>A First Aid kit is located in both the retail shop and factory of Pure Gelato.</p> <p>Our factory area is coated with a non slip floor. For safety reasons patrons visiting inside the factory must not run, and must only stand in the designated areas to ensure minimum 3metre distance from any machinery in use. Keeping within this designated area will ensure that children to not walk in wet areas which may cause a slip hazard.</p> <p>An Assembly Area has been designated in the undercroft area to the left of the entry door. This area will be barricaded off during the period of the excursion. Teachers/Carers should assure that children stay within the designated area and not wonder into car park area unattended.</p> |

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| <p><u>Child Protection Act and Working with Children Checks:</u></p> <p>Supervision Levels:</p> <p>Working with Children Checks:</p> <p>The Child Protection Check</p> | <p>Supervision of students at Pure Gelato is wholly the responsibility of the teachers/carers. It should be remembered that Pure Gelato is a factory retail outlet, and a public building and students need direct supervision at all times, including the toilets and the car park.</p> <p>Pure Gelato staff are responsible for the following duties: Admission/payment procedures meet and greet procedures, café and retail shop sales.</p> <p>At all times, teachers/carers are the direct supervisors of the students.</p> <p><i>The Child Protection Act legislation does not consider Pure Gelato as a provider of specific services to children and it is therefore not necessary for Pure Gelato staff to have Working with Children checks. This information has been verified by the NSW Department of Education and Training..</i></p> |
| <p><u>Public Liability Insurance:</u></p> <p>Insurance Cover:</p> | <p>Pure Gelato has the appropriate Public Liability Insurance in place to cover injury and damage. A Certificate of Currency of insurance can be supplied on request. Please call the office on Ph: 9716 4488.</p> |
| <p><u>Personal Belongings:</u></p> <p>Storage Area:</p> <p>Lost Property:</p> | <p>During your visit it is strongly advised for teachers and students to keep their belongings with them or leave them on the bus. Pure Gelato does not have lockers for storage for school bags or backpacks. Pure Gelato will inform students where to leave their bags on the day.</p> <p>Pure Gelato takes no responsibility for lost items. Any items found at Pure Gelato are placed in Lost Property, located in the Retail Shop and kept for 2weeks.</p> |

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| <p><u>Payment Procedures:</u></p> <p>Payment Options:</p> | <p>There are 3 options for payment on the day:</p> <p>School Cheques, collected cash or credit card on the day. Pure Gelato will issue a tax invoice prior to the excursion.</p> |
| <p><u>Student Code of Conduct:</u></p> <p>Student behaviour:</p> | <p>Students should be aware that there will be general public in the retail area during their visit. Therefore we ask that teachers outline the following Code of Conduct and monitor student behavior on the day.</p> <p>Students should:</p> <ul style="list-style-type: none"> • Behave in a courteous and responsible manner at all times. • Behave safely and walk, not run inside both factory and retail shop. • Refrain from putting their hands in any machinery in the factory. • Place all rubbish in the bins provided inside and out of the retail shop. • Follow instructions from the Tour Guides. <p>Pure Gelato reserves the right to remove any student/s from the site if their behaviour is disruptive or dangerous. A teacher will be required to supervise such students outside the building.</p> <p>We expect teachers to ensure that this Code of Conduct is adhered to.</p> |

Teachers making **RISK ASSESSMENTS** as part of your School Excursion Planning should note that Pure Gelato **cannot make the assessment for you**. Teachers must make their own risk assessment based on the information provided. Please contact Pure Gelato office on 9716 4488 if you have any questions.