

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	<b>Museum of Sydney on the site of first Government House</b>		
<b>Location</b>	<b>Cnr Bridge and Phillip Sts, Sydney, NSW 2000</b>		
<b>Phone number</b>	<b>02 9251 5988</b>	<b>Fax number</b>	<b>02 9251 5966</b>
<b>Web address</b>	<b>www.hht.net.au</b>		
<b>Insurance</b>	<i>Does the venue have public liability cover? Yes</i> <b>XI</b>		

<b>Activity/ program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/ competence</b>	<b>Potential Risks</b>	<b>Control Strategies</b>
Common to all programs		1. HHT Education Program Training & Experience 2. Emergency Evacuation Training 3. Child Protection Training 4. First Aid Training	1. Visits to the forecourt outside the museum near Bridge Street, at the start of each tour, to view the remains of first Government House  2. Smooth floors, hard surfaces and many stairs. Running in the museum  3. Other incidents	Students are closely supervised by museum staff, teachers and accompanying adults. Museum staff, teachers and accompanying adults maintain control of the group when in proximity to the street.  Students are instructed to be careful and are kept under close supervision by museum staff, teachers and accompanying adults. Museum staff start tours with instructions about museum conduct.  Museum of Sydney staff do their best to ensure that all equipment is safe for the students to use and that the site itself is safe for visitors. However, unforeseen situations can arise. Museum staff will issue instructions for the students' safety and try to ensure that these are followed. Any assistance from teachers and accompanying adults in the supervision of the students is greatly appreciated.

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Whose place?	Stage 2 HSIE		Covered in "Common to all programs"	As above
Contact!	Stage 4 History		Covered in "Common to all programs"	As above
Artist – artwork – audience – world	Stage 6 Visual Arts		Covered in "Common to all programs"	As above
History Decoded	Stage 4 History		Covered in "Common to all programs"	As above
Archaeology from dig to display	Stage 6 Ancient History		Covered in "Common to all programs"  Interaction with and handling of artefacts. Students wear gloves during object handling	As above  Any touching of historic objects will be under the direct supervision and instruction of museum guides
Through the Lens	Stage 5 and 6 Visual Arts and Photography		Covered in "Common to all programs"	As above

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<b>Equipment</b> <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
	Clipboards, pencils and activity sheets are provided for most secondary visits
Artist – artwork – audience – world	Charcoal, graphite, cartridge paper
Archaeology from dig to display	Digital callipers, magnifying glasses, digital scales
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <b>XI</b>	
<b>Other Requirements</b> <i>Where relevant list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>	
	Sunscreen and hats are advised. There is an outdoor component to some programs
<b>Supervision/ services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	
	One or more museum staff members are allocated to each program depending on the type of program and numbers of students involved. Group size restrictions apply to all programs. Please contact the venue for details. Students' behaviour is the responsibility of the supervising teacher(s).
	Museum of Sydney has first aid kits available for the use of schools during their visit. Some museum staff have first aid accreditation. Museum of Sydney cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.
<b>Services to assist K-6 ASD (Autism Spectrum Disorder) students</b>	The Education Unit of the Historic Houses Trust is proud to provide an online "Excursion Introduction" to assist teachers of ASD students prepare for their visit to the Museum of Sydney. Each story is specifically related to our K-6 programs. These can be viewed online or printed off. Click here <a href="http://www.hht.net.au/education/resources/special_needs">http://www.hht.net.au/education/resources/special_needs</a> to view our Excursion Introductions

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<b>Access</b>	<i>Is access to and egress from the premises safe and without risk to health?</i>	Yes <b> X </b>
	<i>Is the venue wheelchair accessible?</i>	Yes <b> X </b>
	<i>Are disabled toilets available?</i>	Yes <b> X </b>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <b> X </b>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <b> X </b>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <b> X </b>
<b>First aid</b>	<i>Are first aid kits available for each activity?</i>	Yes <b> X </b>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <b> X </b>
	<i>Is a first aid room available?</i>	No <b> X </b>
<b>Child-related employment</b>	<i>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?</i>	Yes <b> X </b>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>	NSW Police
	<i>If your organisation is registered with an Approved Screening Agency in NSW have all paid staff undergone employment screening?</i>	Yes <b> X </b>
	<i>Have all paid staff completed a Prohibited Employment Declaration?</i>	Yes <b> X </b>
	<i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>	No <b> X </b>

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