

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

|                     |  |                   |              |
|---------------------|--|-------------------|--------------|
| <b>Venue name</b>   | Rose Seidler House                                 |                   |              |
| <b>Location</b>     | 71 Clissold Rd, East Wahroonga, NSW 2076           |                   |              |
| <b>Phone number</b> | 02 9989 8020 or 0409 417 807                       | <b>Fax number</b> | 02 9487 2761 |
| <b>Web address</b>  | www.hht.net.au or andrewm@hht.net.au               |                   |              |
| <b>Insurance</b>    | Does the venue have public liability cover? Yes  X |                   |              |

| Activity/ program      | Recommended age group/fitness level/prerequisite skills | Staff accreditation/ competence   | Potential Risks  | Control Strategies   |
|------------------------|---|---|--|--|
| Common to all programs |   | 1. HHT Education Program Training & Experience<br>2. Emergency Evacuation Training<br>3. Child Protection Training<br>4. First Aid Training | 1. Uneven surfaces and bush areas around museum<br>2. Sun exposure<br>3. Other incidents | <p>Students are instructed to walk, not run. Students are closely supervised by museum staff, teachers and accompanying adults.</p> <p>Schools should ensure that all students have hats and sunscreen.</p> <p>Rose Seidler House 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.</p> |

Please note that the information provided above was current as at 23 January 2012. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Education Unit of the Historic Houses Trust and provide an update

|                          |   |  |                                     |           |
|--------------------------|---|--|-------------------------------------|-----------|
| Design for living        | Stage 6 Design and Tech and Stage 6 Visual Arts |  | Covered in "Common to all programs" | As above  |
| De-techt                 | Stages 5–6 Design and Tech                      |  | Covered in "Common to all Programs" | As above  |
| All other student visits | As appropriate                                  |  | Covered in 'Common to all programs' | As above. |

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| <b>Equipment</b><br><i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i> |   |
|--|---|
|  |   |
|  |   |
|  |   |
|  |   |
| <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>                             |   |
|  | Yes <input checked="" type="checkbox"/> |

|  |                                |
|--|--------------------------------|
| <b>Other Requirements</b><br><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 |
|  |                                |

|   |  |
|---|--|
| <b>Supervision/ services</b><br><i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i> | One or more museum guides 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). |
|   | Rose Seidler House has first aid kits available for the use of schools during their visit. Museum staff members have first aid accreditation. Rose Seidler House cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.                  |

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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>XI</b> |
|  | <i>Is the venue wheelchair accessible?</i>   | Yes   <b>XI</b> |
|  | <i>Are disabled toilets available?</i>   | Yes   <b>XI</b> |
| <b>Emergencies</b>                       | <i>Are emergency procedures in place in the venue?</i>   | Yes   <b>XI</b> |
|  | <i>Are staff trained to deal with emergency situations?</i>  | Yes   <b>XI</b> |
| <b>Construction/ Maintenance/ Repair</b> | <i>Are licensed personnel used for all construction, maintenance and repair work?</i>  | Yes   <b>XI</b> |
| <b>First aid</b>                         | <i>Are first aid kits available for each activity?</i>   | Yes   <b>XI</b> |
|  | <i>Is there a trained first aid officer at the venue?</i>  | Yes   <b>XI</b> |
|  | <i>Is a first aid room available?</i>  | Yes   <b>XI</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>XI</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>XI</b> |
|  | <i>Have all paid staff completed a Prohibited Employment Declaration?</i>  | Yes   <b>XI</b> |
|  | <i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>  | No   <b>XI</b>  |

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