

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Rouse Hill House and Farm		
Location	356 Annangrove Road, Rouse Hill, NSW 2155		
Phone number	02 9627 6777	Fax number	02 9627 6776
Web address	www.hht.net.au		
Insurance	<i>Does the venue have public liability cover? Yes X </i>		

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 2. Emergency Evacuation Training 3. Child Protection Training 4. First Aid Training	1. Alighting from the bus from bus bay 2. Slipping on loose gravel and uneven surfaces 3. Sun and weather exposure	<p>Rouse Hill House and Farm staff meet and welcome groups at the bus bay. Staff supervise the safe movement of the group from the bus bay to the Education Centre with the assistance of teachers and accompanying adults.</p> <p>Museum staff discuss potential risks with students and teachers before walking on the loose gravel road. Students are instructed to walk, not run. Students are split into small groups and are closely supervised by museum staff, teachers and accompanying adults.</p> <p>Programs at Rouse Hill House and Farm involve an outdoor component. Schools should ensure that all students have hats and sunscreen and rain gear in case of wet weather.</p> <p>In case of extreme weather conditions museum staff will alter the program for the comfort and safety of the students. As a contingency strategy,</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

Exploring Art	Stage 1 Creative Arts		<p>4. Exposure to a bush and rural environment. This may include wildlife such as snakes</p> <p>5. Other incidents</p> <p>Covered in "Common to all programs"</p> <p>1. Use of craft materials and tools</p>	<p>the environs of the Education Centre, in particular the covered amphitheatre and COLA, are available for lunches.</p> <p>Students and carers are introduced to the property and are advised of possible risks related to the bush/rural environment surrounding Rouse Hill House and Farm. Schools should ensure all students and accompanying adults wear enclosed footwear.</p> <p>Students are accompanied around the site by staff and are directed away from hazardous areas such as long grass etc.</p> <p>Students are directed not to touch or approach any potentially hazardous areas/objects.</p> <p>Staff carry 2-way radios to request assistance if needed.</p> <p>Rouse Hill House and Farm staff regularly check that all equipment is safe for students to use and that the site itself is safe for visitors. Museum staff will issue instructions for the safety of students and try to ensure that these are followed.</p> <p>Students are briefed on the proper and safe use of craft materials.</p> <p>Materials are non-toxic</p> <p>Pencils are given to the students after the walk and collected before returning to the COLA</p>
---------------	-----------------------	--	--	---

Flick of a switch	Stage1 HSIE/Sc&Tech		Covered in 'Common to all programs'	As above. Students and teachers are briefed on the proper and safe use of equipment for the 19th century style games. Teachers and accompanying adults coordinate and supervise controlled play of the games after a briefing by museum staff. All games equipment is checked regularly to comply with safety standards. 1. Naked flame Museum staff will direct the activity involving a candle
Need for Shelter	Stage 1 HSIE		Covered in "Common to all Programs"	Explanation for the proper use of resources/equipment prior to use. Direct supervision during task. Students are reminded of the need to wash their hands before eating 1. Object handling of animal shelters such as birds nests Students are instructed to handle items carefully and are under supervision from guides, teachers and parent helpers
A Colonial Eye	Stage 2 Creative Arts		Covered in 'Common to all programs'	Students are briefed on the proper and safe use of craft equipment. 1. Use of craft materials and tools Materials are non-toxic. Pencils are given to students after the walk and collected before returning the COLA.
Expanding the new colony	Stage 2 HSIE		Covered in "Common to all programs".	

Lessons from the Past	Stage 1 HSIE, Creative Arts		<p>Covered in “Common to all programs”</p> <p>6.Schoolhouse building – steps & verandah without railings, tiered galleries, fireplace and surrounding objects</p> <p>7. Costume – children are provided with smocks, jackets and hats.</p> <p>8. Object handling such as 19th century school implements, tapestry needles and nature table objects.</p> <p>9. Outdoor drill and maypole.</p> <p>10. Craft materials in some programs may be included to cater for larger groups **Education facility - some schools will be directed to the new Ed facility. Potential risks for this site in addition to the Visitor Centre risks noted in “Common to all programs” area are:</p>	<p>Teacher supervises students in movement around the schoolhouse building in small groups.</p> <p>White marked, textured strips at step edges.</p> <p>Fire guard when fire is lit.</p> <p>Museum guide directs small groups into gallery seats.</p> <p>Hats are disinfected. Cloth hats and costumes are washed regularly.</p> <p>Explanation of the proper use of resources/ equipment prior to use.</p> <p>Direct supervision during task.</p> <p>Explanation of the proper use of resources/ equipment prior to use.</p> <p>Direct supervision during task.</p> <p>Materials are non toxic.</p> <p>Students are briefed on the proper and safe use of craft equipment</p>
-----------------------	--------------------------------	--	---	---

			<p>11. Traversing gentle slopes</p> <p>12. Weather exposure</p> <p>13. Tiered seating and low brick walls</p> <p>14. Glass doors</p>	<p>Children are kept in line and walk at a gentle pace to schoolhouse site</p> <p>The Education facility has a covered tiered area for activities and lunches</p> <p>Teachers will be advised by museum staff of appropriate locations in which children can play.</p> <p>All glass doors in education facility and COLA are safety marked.</p>
Early to Rise	Stage 1 HSIE/ Sc & Tech		<p>Covered in "Common to all programs"</p> <p>15. Object handling & carrying such as water pumps, laundry baskets (dry laundry), boiled eggs, grains, scrubbing brushes.</p>	<p>As above</p> <p>Students and teachers are briefed on the proper and safe use of 19th century farm equipment or objects. All equipment is checked regularly to comply with safety standards.</p>
General tour	As appropriate		Covered in 'Common to all programs'	As above

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

Equipment <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
Flick of a Switch:	wooden buckets, games - hoops; quoit hoops and bases, ropes for individual and group use, bone handled toothbrush
Exploring Art:	art and craft materials comprising of paper, non-toxic glue, pencils, scissors, overhead transparencies.
Need for Shelter:	nests, cocoons, possum box, laminated camouflage pictures
A Colonial Eye:	chalk pastels, pencils, telescopes
Early to Rise	twigs, newspaper, toothbrush made of bone and pig bristle, chamber pot with water and diluted tea, laundry basket with dry sheets, pantaloons etc, washing tongs, washing board, 19 th century irons, dolly pegs, wooden buckets with a small amount of water, 19 th century water pump, grains and boiled eggs.
Lessons from the Past	may include the following, depending on program duration/type : slate boards, slate pencils, sponges, wooden drill equipment, flags, maypole, nature objects in trays, pen and ink, blunt tapestry needle and cloth, costumes including hats, smocks and jackets, abacus, back straightener. Double programs will incorporate equipment from Early to Rise. Extended programs may include handling nests, shells and coral along with magnifying glasses .
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes X 	
Other Requirements <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. Sturdy enclosed walking shoes are advised for all visitors. Wet weather gear is advised for all programs.
	Students should bring water bottles and food for the whole visit as there is no provision for students to purchase food and drink on site or near by. Water is available for refilling water bottles if necessary
Supervision/ services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Museum guides are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details. Students' behaviour is the responsibility of the supervising teacher(s)
	Rouse Hill House and Farm has first aid kits available for the use of schools during their visits. Many museum staff have first aid accreditation. Rouse Hill House and Farm cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.

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

	Some areas of the museum are accessible by wheelchair but others are not. There are no lifts or escalators in the museum.
Services to assist K-6 ASD (Autism Spectrum Disorder) students	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 Rouse Hill House and Farm. Each story is specifically related to our K-6 programs. These can be viewed online or printed off. Click here http://www.hht.net.au/education/resources/special_needs to view our Excursion Introductions

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

Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>
First aid	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/>
	<i>Is a first aid room available?</i>	No <input checked="" type="checkbox"/>
Child-related employment	<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 <input checked="" type="checkbox"/>
	<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 <input checked="" type="checkbox"/>
	<i>Have all paid staff completed a Prohibited Employment Declaration?</i>	Yes <input checked="" type="checkbox"/>
	<i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>	No <input checked="" type="checkbox"/>

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