

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Elizabeth Bay House		
Location	7 Onslow Avenue, Elizabeth Bay NSW 2011		
Phone number	02 9356 3022	Fax number	02 9357 7176
Web address	www.hht.net.au		
Insurance	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
		1. HHT Education Program Training & Experience 2. Emergency Evacuation Training 3. Child Protection Training 4. First aid training	1. Crossing the road from the bus stop to the house 2. Slipping or tripping on uneven historic sandstone surfaces and stairways. Slippery, wet or damp floors due to environmental conditions. 3. Sun and weather exposure.	Elizabeth Bay House Museum Guide meets and welcomes group at the bus disembarkation point. The Museum Guides then supervise the groups safely crossing the road, with the assistance of Teachers and Parent/Helpers, halting any traffic as required. Museum Guide discusses all potential risks with students and teachers before entering the site. Any slip and trip risks are managed throughout the visit by Museum Guides using group management skills to manoeuvre the group around hazards and using safe strategies for navigating spaces and stairways. All slippery and wet floors are signposted and fans and dehumidifiers used to alleviate any moist environmental conditions as they arise. Although Elizabeth Bay House has no actual gardens and grounds, teachers may choose to use nearby public parks such as Beare Park (toilet facilities available)

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			<p>4. Interaction with the contents of the Historic House Museum including potential touching/dropping of 19th Century objects and education props.</p> <p>5. Other incidents.</p>	<p>for morning tea or lunch break. Schools should ensure that all students have hats and sun screen and rain gear in wet weather. It is advisable that students also bring sufficient food and drink for their visit. The House has no wet weather facilities for students to have lunches or undertake extra activities not part of their program at Elizabeth Bay House.</p> <p>Where possible students will not interact directly with any heavy, fragile, dangerous or historic objects within Elizabeth Bay House. Any touching of historic objects or interaction with the interiors of the house will be under the direct supervision and instruction of Museum Guides who will use their group management skills to keep students away from any hazards. Students are advised of their responsibility in the safe use and care for the contents of the museum as a whole.</p> <p>Elizabeth Bay House does its best to ensure that all equipment is safe for the children to use and that the site itself is safe for visitors. However unforeseen situations can arise. Museum Staff will issue instructions for the children's safety and try to ensure that these are followed. Assistance will be required from the teachers and attending adults in the supervision of the children.</p>
			6. Use of craft materials and tools.	Students and Teachers are briefed on the proper and safe use of the craft equipment to be used and the task to be completed. All materials, such as playdoh and pipecleaners are non-toxic.
Glimpses of Colonial Life :The unauthorized tour	Stage 2&3 HSIE and Science and Technology		<p>Covered in "Common to all Programs"</p> <p>7. Use of costume and props.</p>	<p>As above.</p> <p>Students and Teachers are briefed on the proper and safe use of props, costumes and equipment to be used. All materials are safe and non-toxic.</p>

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School General Tour	As appropriate.		Covered in "Common to all Programs"	As above.
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Equipment	
Glimpses of Colonial Life :The unauthorized tour	Crockery, cutlery, glass wear, costumes including, hats, vests, skirts, hankies, back straightener, fans, shawls, cravats.
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes X 	
Other Requirements	
	Sun screen and hats are advised. Elizabeth Bay House has no gardens or grounds nor does it have any wet weather facilities. Students should bring their own wet weather gear as required and teachers should be prepared with activities for wet weather.
	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 nearby.
Supervision/ services	
	Museum Guiding staff are allocated to each program. Group size restrictions apply to all programs please contact the venue for details
	Elizabeth Bay House Museum has First Aid Kits available for the use of schools during their visit. Elizabeth Bay House also has a designated First Aid room. Some guides have First Aid accreditation. Elizabeth Bay House can not guarantee that a first aid trained staff member will be in attendance on the day of your visit.
	Some areas of the Museum are accessible by wheelchair but others are not. There are no lifts or escalators in the Museum.
	Museum guides are trained and experienced in group management strategies specific to Elizabeth Bay House.
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 Elizabeth Bay House. 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

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Access	<i>Are access to and egress from the premises safe and without risk to health?</i> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> 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"/>
Access	<i>Are first aid kits available for each activity?</i> <i>Is there a trained first aid officer at the venue?</i> <i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>

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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 X
	<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 X
	<i>Have all paid staff completed a Prohibited Employment Declaration?</i>	Yes X
	<i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>	No X

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