

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Susannah Place Museum		
<b>Location</b>	58–64 Gloucester Street, The Rocks, NSW 2000		
<b>Phone number</b>	02 9241 1893	<b>Fax number</b>	02 9241 2608
<b>Web address</b>	www.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 2. Emergency Evacuation Training 3. Child Protection Training 4. First Aid Training	1. Trip up/down internal and external stairs 2. Bump head on stairs 3. Other incidents	<p>Students are instructed to walk slowly and carefully up and down the stairs. Museum staff will minimise the use of stairs.</p> <p>Museum staff will warn students to be careful before they use the stairs.</p> <p>Susannah Place Museum 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.</p> <p>Museum staff will issue instructions for the students' safety and try to ensure that these are followed. Assistance from teachers and accompanying adults in the supervision of the students is greatly appreciated.</p> <p>Museum has fire alarms and extinguishers.</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

The Way We Were	Stage 1 HSIE		Covered in "Common to all Programs" 4. Bump head/body against corners on the shop counter 5. Possible allergy problems from handling food such as beans, lollies etc	The numbers of students in the shop at one time are limited.  Museum staff will organise students around the counter to eliminate pushing.  Handling of food items is voluntary and students and teachers can choose not to participate should it be contrary to their own health requirements.
A Place in The Rocks	Stage 5 and 6 History		Covered in "Common to all programs"	As above
The Corner Store: Know your Product	Stage 2 HSIE		Covered in "Common to all programs" 7. Bump head/body against corners on the shop counter 8. Possible allergy problems from handling food such as tea.	As above

Archaeology in the Rocks	Stage 5 and 6 History  Fitness levels-low. Students will be walking between destinations.		Covered in "Common to all Programs"  9. Sun/heat exposure on the archaeological site  10. Inclement weather on the archaeological site  11. Trips caused by uneven surfaces on the archaeological site  12. Road crossings	As above  Schools should ensure that all students have hats and sunscreen. On days when the temperature reaches over 30 degrees, teachers and museum staff will decide if the activity will go ahead.  Umbrellas/ raincoats are to be worn. If there is heavy rain the activity will be replaced with another activity.  Before entering the site students are instructed to be careful of the uneven ground and requested to stay on the paths.  Road crossings are used where possible
Archaeology in the Rocks - seasonal full day program. NB: This program is run in conjunction with Sydney Learning Adventures. Risk assessment documentation can be obtained from <a href="http://www.sydneylearningadventures.com">www.sydneylearningadventures.com</a>	Stage 5 and 6 History  Fitness levels-low. Students will be walking between destinations.		As above	As above
A Home to History: Life in the Twentieth Century	Stage 5 History		Covered in "Common to all Programs"	As above
General tours			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>	
The Way We Were The Corner Shop A Home to History A Place in The Rocks	aprons, shop objects to handle such as tea, beans, lollies etc, shop scales, quoits Objects from museum collection Resources such as maps, plans, photographs
Same Place, Another Time:	reproduction costumes, pencils, objects to handle
Archaeology in the Rocks (including seasonal program):	artefacts (glass, metal, bone, ceramic), resources such as maps, plans, photographs etc
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> <span style="float: right;">Yes <input checked="" type="checkbox"/></span>	

<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. The houses that make up Susannah Place Museum can only be accessed via the street and not from one to another. As a result, the students will be required to go outside during their program/tour.
	Wet weather gear is advised in the event of wet weather. The houses that make up Susannah Place Museum can only be accessed via the street and not from one to another. As a result, the students will be required to go outside during their program/tour.

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<b>Supervision/ services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	One museum staff member is provided per 15–20 students. It is requested that each group of 15–20 students is also accompanied by one teacher or supervising adult. Students’ behaviour is the responsibility of the supervising adult.
	Susannah Place Museum has first aid kits available for the use of schools during their visit. Some guides have First Aid accreditation. Susannah Place Museum can not guarantee that a First Aid trained staff member will be in attendance on the day of your visit.
	The property is not accessible to wheelchairs except in the ground floor rooms (please contact museum staff to make arrangements).
<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 Susannah Place Museum. 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> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/>  No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Emergencies</b>	<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"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>
<b>First aid</b>	<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"/> No <input checked="" type="checkbox"/>
<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>  <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>  <i>If your organisation is registered with an Approved Screening Agency in NSW have all paid staff undergone employment screening?</i>  <i>Have all paid staff completed a Prohibited Employment Declaration?</i>  <i>Have all unpaid staff, completed a Prohibited Employment Declaration?</i>	Yes <input checked="" type="checkbox"/>  NSW Police  Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>  No <input checked="" type="checkbox"/>

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