

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Elizabeth Farm		
Location	70 Alice Street, Rosehill 2142		
Phone number	02 9635 9488	Fax number	02 9891 3740
Web address	www.hht.net.au		
Insurance	<i>Does the venue have public liability cover? Yes XI</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. Uneven floors 2. Students walk down stairs to the cellar.	Instruct the children to walk, not run. Students are closely supervised by teachers, accompanying adults and Elizabeth Farm staff. Students are instructed to walk carefully down the stairs and to be aware of the low ceiling. Close supervision of the students by teachers, accompanying adults and Elizabeth Farm staff as required.

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			<p>3. Fireplace with lit fire in kitchen and during winter there is a fire in the drawing room.</p> <p>4. Candles used for lighting on some occasions in some rooms.</p> <p>5. Household allergies</p>	<p>Students are warned of the danger of fire and are supervised in the presence of fire. The drawing room fire is protected by a fireguard and the kitchen fire is enclosed within a stove</p> <p>Students are supervised by teachers and staff in the presence of candles. Candles are kept away from where the students are working.</p> <p>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.</p> <p>Elizabeth Farm 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> <p>Staff are to be informed of any allergies. This includes allergies to any chemicals used in soaps, dust particles from mats, rug floors and furniture when booking and before children partake in activities.</p>
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Transported In Time.	Stage 2 HSIE		<p>Covered in "Common to all Programs".</p> <p>6. Students pick up and carry buckets of water.</p> <p>7. Students come into contact with items such as knives and forks whilst setting the table In addition there is a chance of breaking crockery</p>	<p>As above</p> <p>Students are instructed to half fill buckets with water.</p> <p>Students are supervised by staff, teachers and accompanying adults when setting the table.</p>
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			<p>8. Students consume food and drink they have made. The ingredients are: self raising (wheat) flour, cream, margarine, milk. Students are exposed to possible allergens; soap when washing hands and scrubbing clothes; feathers, horsehair and straw when making the bed; pollens and bee stings in the garden. Macadamia nuts on display in kitchen and on tree in garden.</p> <p>9. Students are provided with hats to wear as a part of their costume</p>	<p>Teachers are asked to inform guides of students with allergies or special dietary requirements. Such students are not required to actively participate in these activities.</p> <p>Hats are micro-waved after every use and washed regularly</p>
Now and Then	Stage 1 HSIE		<p>Covered in "Common to all Programs".</p> <p>10. Students pick up and carry buckets of water.</p>	<p>As above</p> <p>Students are instructed to half fill buckets with water.</p>

			<p>11. Students are exposed to possible allergens: dusting surfaces and fluffing cushions; soap when washing hands and scrubbing clothes; feathers, horsehair and straw when making the bed; pollens and bee stings in the garden</p>	<p>Teachers are asked to inform guides of students with allergies or special dietary requirements. Such students are not required to actively participate in these activities.</p>
Convict Life at Elizabeth Farm	Stage 2 HSIE		<p>Covered in "Common to all Programs".</p> <p>12. Students are exposed to possible allergens: dusting surfaces and fluffing cushions; soap when washing hands and scrubbing clothes; feathers, horsehair and straw when making the bed; pollens and bee stings in the garden</p> <p>13. Students handle plant material including some with natural oils</p>	<p>Teachers are asked to inform guides of students with allergies or special dietary requirements. Such students are not required to actively participate in these activities.</p> <p>As above</p>

From Stew to Stir Fry	Stages 4-5 Food Technology		<p>Covered in "Common to all Programs".</p> <p>14. Students use a mezzaluna knife to cut herbs and an apple corer.</p> <p>15. Students consume food and drink including apples and macadamias.</p>	<p>As above.</p> <p>Students are instructed in the proper use of such items and are closely supervised by staff, teachers and accompanying adults</p> <p>Teachers are asked to inform guides of students with allergies or special dietary requirements. Such students are not required to actively participate in these activities.</p>
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Unlikely Dinner Guests	Stage 3 HSIE		<p>Covered in "Common to all Programs".</p> <p>15. The program will take place even in light/medium rain conditions.</p> <p>16. Some students may wear costumes with elasticised canvas leg bands looped between student's ankles.</p> <p>17. Students may carry bricks in buckets</p> <p>18. Lace collars on costumes</p>	<p>As above.</p> <p>Teachers and students will be informed that this program will take place even in light/medium rain conditions. Students are required to wear appropriate apparel for wet weather conditions such as raincoats, spray jackets, hats, caps, umbrellas and covered shoes.</p> <p>Students are instructed not to run at <u>any time but especially</u> wearing such items and are closely supervised by staff, teachers and accompanying adults</p> <p>Students are instructed not to place more than 2 sandstone bricks in each bucket and are closely supervised by staff, teachers and accompanying adults</p> <p>Students are instructed to tuck the lace ties <u>under</u> collars.</p>
General Tour	As appropriate.		Covered in "Common to all Programs"	As above.

Other Requirements	Sun screen and hats are advised. Wet weather gear.
	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.

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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 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	
Supervision/ services	Museum Guiding staff are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details. Student behaviour is the responsibility of the supervising teacher(s).	
	Elizabeth Farm has First Aid Kits available for the use of schools during their visit. Elizabeth Farm does not have a designated First Aid room. Some Museum Guides have a First Aid accreditation. Elizabeth Farm 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.	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes XI
	<i>Is the venue wheelchair accessible?</i>	Yes XI No XI
	<i>Are disabled toilets available?</i>	Yes XI
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes XI
	<i>Are staff trained to deal with emergency situations?</i>	Yes XI
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes XI
First Aid	<i>Are first aid kits available for each activity?</i>	Yes XI
	<i>Is there a trained first aid officer at the venue?</i>	Yes XI No XI
	<i>Is a first aid room available?</i>	No XI

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Equipment	
Transported in Time	Wooden buckets, steel wash tub, wooden washboard, wooden drying frame, butter knives, scone cutters, tablecloths, scrubbing brushes, rug beaters, logs, chamber pot, rope, crockery, rakes and brooms.
Now and Then	Butter knives, scone cutters, juicers, mortar and pestle, tablecloths, scrubbing brushes, rug beaters, logs, chamber pot, rope, crockery, rakes and brooms.
From Stew to Stir Fry	Butter knives, scone cutters, juicers, mortar and pestle, tablecloths, scrubbing brushes, crockery and brooms.
Convict Life at Elizabeth Farm	Shingles, pins
Unlikely Dinner Guests	Whistle, red, yellow and black neck piece, slightly elasticised canvas coloured leg bands, green neck scarves, red sashes, neck ruffles, artificial native plants and berries, realistic artificial shackles, a basket full of artificial European vegetables and fruit, 'cat of nine tails'- the lash, pewter mug, 40 small sandstone blocks, 4 buckets, rope and metal stakes, hand wipes.
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
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 XI
	<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 XI
	<i>Have all paid staff completed a Prohibited Employment Declaration?</i>	Yes XI
	<i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>	No XI

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