

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	<b>Vaucluse House</b>		
<b>Location</b>	<b>Wentworth Road, Vaucluse NSW 2030</b>		
<b>Phone number</b>	<b>02 9388 7922</b>	<b>Fax number</b>	<b>02 9337 4963</b>
<b>Web address</b>	<b><a href="http://www.hht.net.au">www.hht.net.au</a></b>		
<b>Insurance</b>	<i>Does the venue have public liability cover? Yes <input checked="" type="checkbox"/></i>		

<b>Activity/ program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/ competence</b>	<b>Potential Risks</b>	<b>Control Strategies</b>
Common to all Programs		1. HHT Education Program Training & Experience 2. Emergency Evacuation Training 3. Child Protection Training 4. First Aid Training	1. Slipping on uneven gravel paths and sandstone walkways. Use of stairways.  2. Slipping or tripping on uneven sandstone surfaces and stairways. Slippery, wet or damp floors due to environmental conditions.	Students are instructed to walk carefully and be mindful of their historic environment. Students are closely supervised by museum staff, teachers and accompanying adults. Museum Guides use group management skills to manoeuvre group safely around site avoiding the most potential hazards. Important points about safety and safe conduct are repeated by Museum Guides throughout the visit to the site.  All slippery and wet floors are signposted and fans and dehumidifiers used to alleviate any moist environmental conditions as they arise.

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			<p>3. Sun and weather exposure. Exposure to a bush and garden environment.</p> <p>4. Interaction with dogs belonging to property users.</p> <p>5. Other incidents.</p>	<p>Schools should ensure that all students have hats and sunscreen, and rain gear in wet weather. It is advisable that students also bring sufficient food and drink for their visit.</p> <p>Students and carers are introduced to the property and advised of possible risks related to the bush/garden environment surrounding Vaucluse House</p> <p>Vaucluse House has a dog control policy in line with the Companion Animals Act 1998 including the exclusion of dogs from areas where young students will be playing during their visit.</p> <p>Vaucluse 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 from teachers and accompanying adults in the supervision of the students is greatly appreciated.</p>
Pickled, Potted and Preserved	Stages 4-5 Food and Technology.		<p>Covered in "Common to all Programs".</p> <p>1. Use of secateurs or scissors</p> <p>2. Exposure to soil, garden beds and compost.</p>	<p>As above.</p> <p>Explanation of the proper use of equipment by Museum Guides before any task is undertaken. Direct supervision during task. Protective equipment supplied where appropriate.</p> <p>Advise students of the potential hazards of exposure to dirt and bacteria present in soil and garden matter. Facilitate the cleansing of hands directly after the activity and offer the use of protective equipment, such as rubber gloves.</p>

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			3. Cleanliness and Food Hygiene.	Use of liquid antibacterial soap and running water before and after food preparation activity.
			4. Food tasting	The tasting of dried fruits and bush foods and the student made lemonade is a non-compulsory element of the program. Students and teachers can choose not to participate should it be contrary to their own health requirements. All food is prepared in accordance with hygiene standards.
Childsplay	Stages 1 HSIE		Covered in "Common to all Programs".  1. Use of 19th century style games in a controlled play session.	As above.  The Childsplay handbook provided to teachers at the time of booking denotes safe routes around the grounds. Students and Teachers are briefed on the proper and safe use of the 19th century style games equipment. Teachers and accompanying adults are to coordinate and supervise controlled play of games after the briefing by Museum staff. All games equipment is checked regularly to comply with safety standards.
House, nest, shed, shelter	Stage 1 HSIE		Covered in "Common to all Programs"  1. Feeding and providing water to chickens  2. Object handling of animal shelters such as birds nests	Students are instructed to only fill buckets ½ full. 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 Students are instructed to handle items carefully and are under supervision from guides, teachers and parent helpers
Time Warp	Stages 5 and 6 Textiles.		Covered in "Common to all Programs"	As above.

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			<p>1. Use of needles, paintbrushes, inks and other silk painting materials.</p> <p>2. Felt-making activity – use of wool and detergent</p>	<p>Students and teachers are briefed on the proper and safe use and handling of equipment by Museum Guides. All materials such as inks and paints are non-toxic.</p> <p>Students and teachers are briefed on the proper and safe use and handling of equipment by Museum Guides. Detergent is pH-neutral and non-toxic, and the wool is purchased commercially cleaned. Latex gloves are available if any student has an adverse reaction to any of the materials.</p>
General Tour.	As appropriate.		Covered in "Common to all Programs".	As above.

How does your Garden Grow?	Stage 1 HSIE, Science & Technology, PDHPE		<p>Covered in "Common to all Programs"</p> <ol style="list-style-type: none"> <li>1. Bush Food Tasting</li> <li>2. Kitchen Garden tour - Exposure to soil, garden beds and compost</li> <li>3. Planting activity</li> <li>4. Use of 19th century style games in a controlled play session</li> </ol>	<p>The food tasting component is non-compulsory within the program, and students can choose not to participate in this activity should it be contrary to their own health requirements. Guides reinforce to students that they should only taste foods in the wild if accompanied by an expert, and should not taste any wild foods without advice.</p> <p>Advise students of the potential hazards of exposure to dirt and bacteria present in soil and garden matter. Facilitate the cleansing of hands directly after the activity and offer the use of protective equipment, such as rubber gloves.</p> <p>Protective gardening gloves are provided when dealing with the soil. Guides provide instruction on correct amount and usage of soil and water, and oversee activity. Ensure hands are washed after activity</p> <p>Students and Teachers are briefed on the proper and safe use of the 19th century style games equipment. Teachers and accompanying adults are to coordinate and supervise controlled play of games after the briefing by Museum staff. All games equipment is checked regularly to comply with safety standards.</p>
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<b>Equipment</b>	
Childsplay -	Games equipment including croquet mallets, balls and hoops. Skittle pins and balls. Tug-of-War rope. Quoits hoops and bases, cup and ball, skipping ropes with plastic handles. Some students will be chosen to dress up in 19 <sup>th</sup> century style children's clothing.
Pickled Potted and Preserved -	Food preparation equipment including lemon squeezers and mortar and pestle. Secateurs and rubber gloves as required. Hand washing materials. Food as required for the making activities; including lemons, salt, sugar and spices. Dried fruit for a tasting activity.
Time Warp-	Silk Painting: Fabric, ink, paintbrushes, pencils, clipboards, paper, needles, paint. Felt-making: Cleaned wool (natural & dyed), natural detergent made from Lux Flakes & water (pH-neutral), Paper, muslin cloth, Bubble-wrap, wooden rolling sticks.
House, Nest, Shed, Shelter	Birds' nests; Termite's nests; Wasps' nest; Various Tree bark segments; Snail shells; dried animal dung.
How Does Your Garden Grow?	Games equipment including croquet mallets, balls and hoops. Skittle pins and balls. Tug-of-War rope. Quoits hoops and bases, cup and ball, skipping ropes with plastic handles. Planting activity – dried beans/seeds, potting mix, gloves provided. Hand washing materials.
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
Yes   <b>XI</b>	

<b>Other Requirements</b>	Sunscreen and hats are advised. Sturdy walking shoes are also advised for all visitors. Wet weather gear is advised for all programs particularly umbrellas for <i>Pickled Potted and Preserved</i> and <i>How Does Your Garden Grow?</i> as an extensive garden walk is part of the programs. The property has only one small wet weather space for Childsplay students to use when they are not in the House.
	Provision of water bottles and food for the whole visit as there is no provision for students to purchase food and drink on site or nearby
	Some areas of the Museum are accessible by wheelchair but others are not. There are no lifts or escalators in the Museum.

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<b>Supervision/ services</b>	<p>Upon booking, confirmation details are sent out with instructions to help the Teacher with the planning of the visit. For Childsplay, a booklet is sent out with all the details of the program and the level of supervision and responsibility of the teachers for the days activities, this booklet also contains safety information and suggested materials and equipment the students will require for their visit. It includes a site map and a timeline for the day with explanation of activities and should be brought by the Teacher to Vaucluse House on the day of the excursion.</p>
	<p>Museum Guides are allocated to your school program and will undertake guided tours of the house with your students. Schools bringing groups larger than 30 children for Childsplay and How Does Your Garden Grow? will be split into 2 equal groups with each group getting a 1.5hr face to face tour and a 1.5hr Teacher led visit to garden and grounds. Vaucluse House has First Aid kits available for the use of schools during their visit. Vaucluse House also has a designated First Aid room. Some guides have first aid accreditation. Vaucluse House cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.</p>
<b>Services to assist K-6 ASD (Autism Spectrum Disorder) students</b>	<p>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 Vaucluse House. 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</p>

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<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <b> X </b>
	<i>Is the venue wheelchair accessible?</i>	Yes <b> X </b>
	<i>Are disabled toilets available?</i>	Yes <b> X </b>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <b> X </b>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <b> X </b>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <b> X </b>
<b>Access</b>	<i>Are first aid kits available for each activity?</i>	Yes <b> X </b>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <b> X </b>
	<i>Is a first aid room available?</i>	Yes <b> X </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> X </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> X </b>
	<i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>	Yes <b> X </b>
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