

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Government House		
Location	Macquarie Street, Sydney NSW 2000		
Phone number	02 9931 5222	Fax number	02 9931 5208
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	Danger of tripping over if students run on the approach to the house or when accessing the toilets 2. When occasional construction/repair work is carried out in the grounds, access to those areas is prohibited. 3. On the Eastern terrace is a fountain surrounded by a shallow pond. There is a potential risk of falling in.	Government House guide meets the group at the front gate on arrival and sets expectations of supervision and control by the teachers and accompanying adults. The guide tells the students that no running is permitted in the grounds of Government House. Assistance from teachers and accompanying adults in the supervision of children is greatly appreciated. The guide reinforces the need to observe barriers and comply with signs restricting access to any areas where work is being carried out. The group is warned that movement around the pond should be controlled and that it is prohibited for students to stand on the surround of the pond.

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 HHT and provide an update

<p>A Social Visit: Government, Law, Society and You</p> <p>General Tour</p>	<p>Stage 3 HSIE</p> <p>As appropriate</p>		<p>4. Gardeners use equipment consistent with maintaining a large park/garden</p> <p>5. Other incidents</p> <p>Covered in "Common to all programs"</p> <p>Covered in "Common to all programs"</p>	<p>The group is warned that they should avoid areas where gardeners are working. They should not touch gardening equipment.</p> <p>Government House does its best to ensure that the site is safe for visitors. However, unforeseen situations arise. Government House 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 students is greatly appreciated</p> <p>As above</p> <p>As above</p>
<p>Let's Celebrate</p>	<p>Stage 1 HSIE.</p>		<p>As above</p> <p>6. The concluding activity is dancing in the Ballroom. Potential of falling or bumping one another if the students become too boisterous.</p> <p>7. Garden trail component. Sun exposure</p>	<p>As above</p> <p>Students will be managed by the Government House guides so that the dance activity is limited to a safe speed. Assistance from teachers and accompanying adults in the supervision of students is greatly appreciated.</p> <p>This component is self guided so supervision is repsonisibility of teachers. Government Hous guides issue safety instructions at beginning of visit. Children are encouraged to wear hats.</p>

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Equipment	
Let's Celebrate	Laminated images for a sorting activity in the dining room. Clipboards and pencils to use with activity sheet for the Garden trail.
A Social Visit: Government, Law, Society and You	Students will take place in a role play investiture using a paper scroll
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
Yes X 	

Other Requirements	Sunscreen and hats are advised. Students should bring their own wet weather gear as required. Teachers are supplied with pre-visit information for wet weather activities.
	Students should bring water bottles and food for the whole visit as there is no provision for students to purchase food or drink on site. There is a water bubbler for drinking water near the entrance gate. School bags and backpacks are not permitted in the house. Teachers and accompanying adults must also cloak bags. A secure room is supplied for storage during the house tour.

Supervision/ services	Two guiding staff are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details.
	Government House has first aid kits available for the use of schools during their visit. There is also a designated first aid area with a bed. Most staff have first aid accreditation. Government House cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.

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 Government 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>	Yes XI
	<i>Is the venue wheelchair accessible?</i>	Yes 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
Access	<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
	<i>Is a first aid room available?</i>	Yes XI
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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