

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Hyde Park Barracks Museum		
Location	Queen's Square, Macquarie Street, Sydney		
Phone number	02 8239 2311	Fax number	02 8239 2322
Web address	www.hht.net.au		
Insurance	<i>Does the venue have public liability cover? Yes X </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. Slipping on gravel surfaces. 2. Sun exposure. 3. Main stairs are uneven and steep with a low handrail 4. Other incidents.	Students are instructed to walk, not run, and are closely supervised by teachers, accompanying adults and HPBM staff. Schools should ensure that all students have hats and sun screen. Students are instructed by HPBM staff to use the hand rail and walk in a single file up and down the stairs. Hyde Park Barracks Museum 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 student's safety and try to ensure that these are followed. Any assistance from teachers and attending parents in the supervision of the students is greatly appreciated.

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

Rats:Convict Tales	Stage 2 HSIE		Covered in "Common to all Programs" plus 5. Catching fingers/toes under bricks and equipment. 6. Falling out of hammocks.	As above. Instruct the students to be careful and keep under close supervision of teachers, accompanying adults and HPBM staff. Carefully explain how to get into a hammock and the rules of the hammock room, close supervision of teachers, accompanying adults and HPBM staff . As above
Convicts: Life at the Barracks	Stage 2 HSIE		Covered in "Common to all Programs"	
Archaeology Underfoot.	Stages 4-5 History		Covered in "Common to all Programs" plus 7. Cuts and abrasions from equipment.	As above. Instruct the students to be careful and keep under close supervision of teachers, accompanying adults and HPBM staff.
General Tour			Covered in "Common to all Programs"	

Equipment	
R.A.T.S.	Brick moulds, bricks, buckets, sand
Convicts:Life at the Barracks	Crayons, pencils and pencil sharpeners.
Archaeology Underfoot	Mock dig site (sand, gravel and objects including ceramic, bone, metal and glass).
<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.
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 Hyde Park Barracks Museum. 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	One or more Museum Guiding staff are allocated to each program depending on the type of program and numbers of students involved. Group size restrictions apply to all programs please contact the venue for details. Students behaviour is the responsibility of the supervising teacher(s).
	Hyde Park Barracks Museum has First Aid Kits available for the use of schools during their visit. Some Museum Guides have a First Aid accreditation. Hyde Park Barracks Museum 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.

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

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