

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Justice and Police Museum		
<b>Location</b>	Cnr Phillip and Albert Streets, Sydney, NSW 2000		
<b>Phone number</b>	02 9252 1144	<b>Fax number</b>	02 9252 4960
<b>Web address</b>	<a href="http://www.hht.net.au">www.hht.net.au</a>		
<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.Steps 2. Small rooms 3. Images of deceased persons displayed 4. Other incidents	<p>A guide meets the group at the Museum entrance specified on the site map sent to the school with excursion confirmation and pre-visit information.</p> <p>Students are given a complete overview of the program before commencement.</p> <p>Museum staff are with the group for the duration of the excursion and are closely supervised by museum staff, teachers and accompanying adults.</p> <p>Justice &amp; Police 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. 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>

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

A Trial Run	Stage 5 Commerce and Legal Studies		Covered in "Common to all programs"	
Evidence on Trial	Stage 4 History		Covered in "Common to all programs"	
The Pyjama Girl : A case study	Stage 4 History		Covered in "Common to all Programs"	
Bullets and Bloodstains	Stage 4 and 5 Science		Covered in 'Common to all programs'	
Federation (Junior) Federation (Senior)	Stage 3 HSIE Stage 5 History		Covered in "Common to all programs".	
Bailed Up:Life on the goldfields	Stage 3 HSIE		Covered in "Common to all programs"	
General tour			Covered in "Common to all programs"	

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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>	
	Some programs require students to wear costumes when in role play e.g synthetic wig, hat, coat, judges gown
Bailed Up: Life on the Goldfields	Old gold pans for handling, quartz rock
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> <span style="float: right;">Yes  X </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>

<b>Supervision/ services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>
One or more museum staff members 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).
Justice and Police Museum has first aid kits available for the use of schools during their visit. Some museum staff have first aid accreditation. Justice and Police Museum cannot 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.
<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 the Justice & Police 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>	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"/>
<b>Emergencies</b>	<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"/>
<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>	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>	Yes      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>	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>	Yes      No <input checked="" type="checkbox"/>

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