

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	<b>Meroogal</b>		
<b>Location</b>	cnr West and Worrigea Streets, Nowra		
<b>Phone number</b>	<b>02-44218150</b>	<b>Fax number</b>	<b>02 44212 747</b>
<b>Web address</b>	<b>www.hht.net.au</b>		
<b>Insurance</b>	<i>Does the venue have public liability cover? Yes</i>  X		

<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	Alighting from bus on public road  Uneven surfaces, steps, stairs, multi-layered floor coverings, foot booties  Sun and weather exposure  Equipment	Meroogal staff meet the bus and escort the children onto the grounds  Museum staff discuss potential risks with students and teachers, children instructed to walk slowly-not run, not touch and be aware of museum environment. Students are split into small groups and are closely supervised by museum staff, teachers and guides. Students are required to remove footwear before entering the house. They will walk through house in bare feet, socked feet or wearing provided booties.  Programs at Meroogal involve a brief outdoor component. The program is altered to accommodate bad weather and exposure to sun is minimised. As a contingency strategy the verandah and office area is available for activities.  All equipment is checked regularly to comply with safety standards. Students are supervised at all times.

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Then and Now:Playing with the past	Stage 1 HSIE		<p>Covered in "Common to all programs"</p> <p>Use of 19th century style games in a controlled play session.</p> <p>Use of 19<sup>th</sup> century style clothing</p> <p>Showground walk component</p>	<p>As above</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> <p>Clothes are cleaned regularly</p> <p>This part is self guided by the teacher who will be responsible for the care and safety during the walk. Guided will alert teacher to any unusual problems that may be present on that day.</p>
Investigating History	Stage 4 History		Covered in 'Common to all programs'	

<b>Equipment</b>	
<i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
Then and Now:Playing with the Past	Some children will be chosen to dress in 19 <sup>th</sup> century style clothing. Skipping ropes, cup and balls, marbles, mechanical toys, quoits hoops and bases, wooden puzzles, dominoes, kaleidoscopes,
<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 . As there are no shops nearby, food and water bottles are advised. Enclosed footwear is recommended.
<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>	At Meroogal visitors have supervised access to all areas of the museum and all of the collection is a primary source so visitors are divided into small groups and staffing depends on numbers. A briefing is given at the beginning of all programs about behaviour and touching of the collection. Ultimately students behaviour is the responsibility of the supervising teacher(s). Some guides have accredited first aid training. Meroogal has a first aid kit but can not guarantee that an accredited first aid officer will be in attendance the day of your visit. Some areas of the museum are accessible by wheel chair and disabled people but not all areas can be reached. There are no lifts or escalators.
<i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	
<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 Meroogal. 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 <b> X </b>
	<i>Is the venue wheelchair accessible?</i>	Yes <b> X </b> No <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>First aid</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>	No <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 paid staff completed a Prohibited Employment Declaration?</i>	Yes <b> X </b>
	<i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>	No <b> X </b>

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