

VENUE AND SAFETY INFORMATION FOR VACATION CARE SCHOOL HOLIDAY ACTIVITIES

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/weather exposure. 3. Other incidents. 4. Low stair rails in museum	Children are instructed to walk, not run, and are closely supervised by accompanying adults and HPBM staff. Groups should ensure that all children have hats, sun screen and suitable clothing for cold or wet weather. 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 children's safety and try to ensure that these are followed. Any assistance from accompanying adults in the supervision of the children is greatly appreciated. Children are warned of danger and are supervised by museum staff and accompanying adults when on stairs.

Please note that the information provided above was current as at 10 August 2010. It has been provided by the venue to assist Vacation Care groups 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

<p>Convict Escapades</p>	<p>Ages 5-12</p>		<p>Covered in "Common to all Programs" plus</p> <p>4. Catching fingers/toes under bricks and equipment.</p> <p>5. Falling out of hammocks.</p>	<p>As above.</p> <p>Instruct the children to be careful and keep under close supervision of accompanying adults and HPBM staff.</p> <p>Carefully explain how to get into a hammock and the rules of the hammock room, close supervision by accompanying adults and HPBM staff .</p>
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Equipment	
Convict Escapades	Brick moulds, bricks, buckets, sand, rakes
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
Yes XI	

Other Requirements	Sunscreen and hats are advised.

Supervision/ services	One or more Museum Guiding staff are allocated to each program depending on the type of program and numbers of children involved. Group size restrictions apply to all programs please contact the venue for details. Childrens behaviour is the responsibility of the supervising carer(s).
	Hyde Park Barracks Museum has First Aid Kits available for the use of groups 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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