

VENUE AND SAFETY INFORMATION FOR VACATION CARE SCHOOL HOLIDAY ACTIVITIES

Venue name	Justice and Police Museum		
Location	Cnr Phillip and Albert Streets, Sydney, NSW 2000		
Phone number	02 9252 1144	Fax number	02 9252 4960
Web address	www.hht.net.au		
Insurance	<i>Does the venue have public liability cover?</i> 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.</p> <p>Children 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 and accompanying adults.</p> <p>Justice & Police Museum staff do their 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 childrens' safety and try to ensure that these are followed. Assistance from accompanying adults in the supervision of the children is greatly appreciated.</p>

Please note that the information provided above was current as at 24 May 2010. 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

Bullets and Bloodstains	Ages 8-12		<p>Covered in 'Common to all programs'</p> <p>5. Children will use ink for fingerprinting</p> <p>6. Photographs of the children are taken</p>	<p>Children use Wet Ones to clean their fingers and hands</p> <p>Photos are taken by museum staff to use during the program. They are deleted afterwards. No copies are retained or distributed.</p>
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Equipment	
<i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
Bullets and Bloodstains	Microscopes, ink pads and other materials advised by museum staff
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
Yes X 	
Other Requirements	
<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>	
Supervision/ services	
<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 children involved. Group size restrictions apply to all programs. Please contact the venue for details. Childrens' behaviour is the responsibility of the accompanying adult(s).
	Justice and Police Museum has first aid kits available for the use of groups 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.

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Access	<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"/>
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"/>
First aid	<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"/>
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>	Yes No <input checked="" type="checkbox"/>

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