

VENUE AND SAFETY INFORMATION FOR VACATION CARE HOLIDAY PROGRAMS

Venue name	Rouse Hill House and Farm		
Location	Guntawong Road (off Windsor Road), Rouse Hill, NSW 2155		
Phone number	02 9627 6777	Fax number	02 9627 6776
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. Alighting from the bus in public car park 2. Slipping on loose gravel and uneven surfaces 3. Sun and weather exposure	1. Parental supervision is required when alighting from vehicle. In the case of Vacation care groups arriving by bus Rouse Hill House and Farm staff meet and welcome groups in the car park. Staff supervise the safe movement of the group from the car park to the Visitor Centre with the assistance of carers and accompanying adults. 2. Museum staff discuss potential risks with children and carers before walking on the loose gravel road or across paddocks. Children are instructed to walk, not run. Large groups of children are split into small groups and are closely supervised by museum staff. 3. Programs at Rouse Hill House and Farm involve an outdoor component. Parents or vacation care groups should ensure that all children have hats and sunscreen and rain gear in case of wet weather. In case of extreme weather conditions museum staff will alter the program for the comfort and safety of the students.

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<p>Some groups will be directed to the new Ed facility. Potential risks for this site in addition to the Visitor Centre risks noted in “Common to all programs” area are:</p>			<p>4. Exposure to a bush and rural environment. This may include wildlife such as snakes</p> <p>5. Other incidents</p> <p>6. Traversing gentle slopes</p> <p>7. Tiered seating and low brick walls</p>	<p>As a contingency strategy the environs of the Visitor Centre, in particular the verandahs, are available for activities and for lunches.</p> <p>4.Children and carers are introduced to the property and are advised of possible risks related to the bush/rural environment surrounding Rouse Hill House and Farm. Parents and Vacation care group leaders should ensure all children wear enclosed footwear.</p> <p>Children are accompanied around the site by staff and are directed away from hazardous areas such as long grass etc. Children are directed not to touch or approach any potentially hazardous areas/objects.</p> <p>5.Staff carry 2-way radios to request assistance if needed.</p> <p>Rouse Hill House and Farm staff regularly check that all equipment is safe for students to use and that the site itself is safe for visitors. Museum staff will issue instructions for the safety of visitors and try to ensure that these are followed.</p> <p>Children are kept in line and walk at a gentle pace to schoolhouse site.</p> <p>Carers will be advised by museum staff of appropriate locations in which children can play.</p> <p>All glass doors in ed facility and COLA are safety marked.</p>
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<p>Once upon a time</p> <p>Preschool group</p>	<p>3 – 5 yrs Independent walkers. Maximum 10 children with a minimum 1:3 carer / child ratio</p>		<p>1.Covered in ‘Common to all programs’</p> <p>2. Feeding livestock – chickens and cattle</p> <p>3.Potting up a seed</p> <p>4. Use of craft materials and tools</p> <p>5. Moving equipment such as child sized wheelbarrow, brooms etc</p> <p>6. Potential allergy to latex</p>	<p>1.As above</p> <p>2. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task. Children are reminded of the need to wash their hands before eating.</p> <p>3. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task. Water, scrubbing brushes and latex gloves are provided at the activity site. Children are reminded of the need to wash their hands before eating.</p> <p>4. Students are briefed on the proper and safe use of craft equipment. Materials are non-toxic.</p> <p>5. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task.</p> <p>6. Carers to advise at booking of any child with latex allergy and alternative gloves will be supplied</p>
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<p>Snoops and Sleuths [or Slab huts, servants and stables TBA]</p>	<p>Ages 8-12</p>		<p>1.Covered in 'Common to all programs'</p> <p>2. Feeding livestock – chickens and cattle</p> <p>3.Potting up a seed</p> <p>4. Pumping water</p> <p>5. Moving equipment such as wooden buckets, wheelbarrow, sweeping etc..</p> <p>6. Potential allergy to latex</p>	<p>1.As above</p> <p>2. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task. Children are reminded of the need to wash their hands before eating.</p> <p>3. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task. Water, scrubbing brushes and latex gloves are provided at the activity site. Children are reminded of the need to wash their hands before eating.</p> <p>4. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task.</p> <p>5. Explanation for the proper use of resources/equipment prior to use. Direct supervision during task.</p> <p>6. Carers to advise at booking of any child with latex allergy and alternative gloves will be supplied</p>
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<p>Inside the Curiosity Cabinet</p>	<p>Ages 5 – 12</p>		<p>1. Covered in “Common to all programs”</p> <p>2. Schoolhouse building – steps & verandah without railings, tiered galleries, fireplace and surrounding objects</p> <p>3. Costume – some children are provided with white lab coat.</p> <p>4. Object handling such as specimen jars, natural objects such as nests, seeds & shells.</p> <p>5. Use of scientific equipment such as microscopes & magnifying glasses</p> <p>6. Craft materials such as scissors, glue, pins, markers and glitter.</p>	<p>Guides and group leaders supervise children in movement around the schoolhouse building in small groups.</p> <p>Fire guard when fire is lit.</p> <p>Guide directs small groups into gallery seats.</p> <p>Coats are washed regularly.</p> <p>Explanation of the proper use of resources/ equipment prior to use. Direct supervision during task.</p> <p>Explanation of the proper use of resources/ equipment prior to use. Direct supervision during task.</p> <p>Materials are non toxic. Children are briefed on the proper and safe use of craft equipment. Direct supervision during task.</p>
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Equipment <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
Snoops and Sleuths:	Soil, seeds, wooden buckets, wheelbarrows, brooms, water, scrubbing brushes, latex gloves.
Once Upon a Time:	Craft materials such as scissors, pencils, crayons, glue, water, buckets, scrubbing brushes, latex gloves, soil, seeds
Inside the Curiosity Cabinet	Nature objects such as glass specimen jars with mentholated spirits to preserve objects, seeds, shells, nests, bones, snake skin, fossils, plant materials including pollens, insects, microscopes, magnifying glasses and a booklet
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes XI	
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>	Sunscreen and hats are advised. Sturdy enclosed walking shoes are advised for all visitors. Wet weather gear is advised for all programs.
	Children should bring water bottles and food for the whole visit as there is no provision for children to purchase food and drink on site or near by. Water is available for refilling water bottles if necessary
Supervision/ services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Museum guides are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details. Childrens' behaviour is the responsibility of the supervising carer(s)
	Rouse Hill House and Farm has first aid kits available for the use of groups during their visits. Rouse Hill House and Farm also has a designated first aid room. Many museum staff have first aid accreditation. Rouse Hill House and Farm 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>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"/>
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 <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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