

VENUE AND SAFETY INFORMATION FOR VACATION CARE SCHOOL HOLIDAY ACTIVITIES

Venue name	Museum of Sydney on the site of first Government House		
Location	Cnr Bridge and Phillip Sts, Sydney, NSW 2000		
Phone number	02 9251 5988	Fax number	02 9251 5966
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. Visits to the forecourt outside the museum near Bridge Street to play games 2. Smooth floors, hard surfaces and many stairs. Running in the museum 3. Other incidents	<p>Children are closely supervised by museum staff and accompanying adults. Museum staff and accompanying adults maintain control of the group when in proximity to the street.</p> <p>Children are instructed to be careful and are kept under close supervision by museum staff and accompanying adults. Museum staff start tours with instructions about museum conduct.</p> <p>Museum of Sydney 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. Any 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 20th November 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

"Cut & Paste!"	Ages 6-12 years		<p>Covered in "Common to all programs"</p> <p>Craft activity in terrace basement – old stone stairway irregular</p> <p>Craft activity uses recycled and natural materials</p>	<p>As above</p> <p>Children instructed to be careful, walk slowly and hold on to the hand rail, while closely monitored</p> <p>Participants are made aware of potential allergy triggers</p>
Edwardian Children at play	Ages 6-12 years		<p>Covered in "Common to all programs"</p> <p>Craft activity in terrace basement – old stone stairway irregular</p> <p>Craft activity uses recycled and natural materials</p>	<p>As above</p> <p>Children instructed to be careful, walk slowly and hold on to the hand rail, while closely monitored</p> <p>Participants are made aware of potential allergy triggers</p>

Equipment <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
Cut & Paste!	Craft materials including scraps of material, wool, seeds, paper, pencils, glue
Edwardian Children at play	Craft materials including scraps of material, paper, string, textiles, glue, sticks for kite structures, peg dollies, crayons, and markers.
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/>	

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. There is an outdoor component to some programs

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 carers.
	Museum of Sydney has first aid kits available for the use of groups during their visit. Some museum staff have first aid accreditation. Museum of Sydney cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.

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Access	<i>Is access to and egress from the premises safe and without risk to health?</i>	Yes X
	<i>Is the venue wheelchair accessible?</i>	Yes X
	<i>Are disabled toilets available?</i>	Yes X
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes X
	<i>Are staff trained to deal with emergency situations?</i>	Yes X
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes X
First aid	<i>Are first aid kits available for each activity?</i>	Yes X
	<i>Is there a trained first aid officer at the venue?</i>	Yes X
	<i>Is a first aid room available?</i>	No X
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 X
	<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 X
	<i>Have all paid staff completed a Prohibited Employment Declaration?</i>	Yes X
	<i>Have all unpaid staff completed a Prohibited Employment Declaration?</i>	No X

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