

## VENUE AND SAFETY INFORMATION FOR VACATION CARE HOLIDAY PROGRAMS

<b>Venue name</b>	<b>Elizabeth Farm</b>		
<b>Location</b>	<b>70 Alice Street, Rosehill 2142</b>		
<b>Phone number</b>	<b>02 9635 9488</b>	<b>Fax number</b>	<b>02 9891 3740</b>
<b>Web address</b>	<b><a href="http://www.hht.net.au">www.hht.net.au</a></b>		
<b>Insurance</b>	<i>Does the venue have public liability cover? Yes</i> <b>XI</b>		

<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	1. Uneven floors          2. Children walk down stairs to the cellar.	Instruct the children to walk, not run. Children are closely supervised by accompanying adults and Elizabeth Farm staff.          Children are instructed to walk carefully down the stairs and to be aware of the low ceiling. Close supervision of the children by accompanying adults and Elizabeth Farm staff as required.

Please note that the information provided above was current as at 21<sup>st</sup> June 2011. 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>3. Fireplace with lit fire in kitchen and during winter there is a fire in the drawing room.</p> <p>4. Candles used for lighting on some occasions in some rooms.</p>	<p>Children are warned of the danger of fire and are supervised in the presence of fire. The drawing room fire is protected by a fireguard and the kitchen fire is enclosed within a stove</p> <p>Children are supervised by carers and staff in the presence of candles. Candles are kept away from where the children are working.</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 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 students is greatly appreciated.</p>
--	--	--	--	---

Entertainment Victorian Style	Ages 5-12		<p>Covered in "Common to all Programs".</p> <p>5. Children decorate a jelly mould</p> <p>6. Children come into contact with ingredients such as agar-agar, milk powder and food colourings. These ingredients may have been packed and handled alongside products containing nuts.</p> <p>7. Children participate in outdoor and indoor games and dances</p>	<p>As above</p> <p>Children dip their hands in a bucket of anti bacterial soapy water and dry them on paper towels</p> <p>Vacation Care groups are advised at time of booking of the possibility of nut contamination and this is also written in the confirmation letter. Responsibility is on the carers to be aware of children at risk and to advise EF staff. Such children are not required to actively participate in these activities.</p> <p>Children are reminded of need to play/dance safely. Parents and carers are asked to assist in supervision</p>
William Macarthur's Travelling Terrarium	Ages 7-12		<p>Covered in "Common to all Programs".</p> <p>8. Children walk through grounds of garden and vegetable/fruit patch.</p>	<p>As above</p> <p>Children are instructed to walk carefully through garden/patch and be mindful of their steps. Close supervision of the children by accompanying adults and Elizabeth Farm staff as required.</p>

Please note that the information provided above was current as at 21<sup>st</sup> June 2011. 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>9. Children *handle (*using a tablespoon to transfer potting mix from small bucket to clear plastic container) potting mix.</p> <p>10. Children smell dried herbs: St John's Wort, Mint, Sage, Thyme.</p>	<p>Children are instructed to dip their hands into a bucket of soapy water and dry their hand with paper towels after activity.</p> <p>Carers are asked to inform guides of children with allergies to these herbs. Such children are not required to actively participate in this activity.</p>
--	--	--	--	--

<b>Equipment</b>	
Entertainment Victorian Style	
William Macarthur's Travelling Terrarium	Laminated A3 size coloured graphics, artificial lawn carpet, small clear plastic containers, tablespoons, crushed stone, potting mix, pea/bean seeds, plastic water spray bottles, little pieces of white paper, lead pencils, plastic bucket with soapy water, paper hand towels, table, laminated image cut-outs, plastic farm animal figurines, a Wardian, 4 glass jars containing dried herbs, apples, pears, carrots, pumpkin, dried: apricot, fig, apple in small white porcelain bowls, 4 small glass jars containing oats, barley, wheat, peppercorns.
<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>	Sun screen and hats are advised.
	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 nearby.

<b>Supervision/ services</b>	Museum Guiding staff 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).
	Elizabeth Farm has First Aid Kits available for the use of groups during their visit. Elizabeth Farm does not have a designated First Aid room. Some Museum Guides have a First Aid accreditation. Elizabeth Farm 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.

Please note that the information provided above was current as at 21<sup>st</sup> June 2011. 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

<b>Access</b>	<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"/>
<b>Emergencies</b>	<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"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>
<b>First Aid</b>	<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"/> No <input checked="" type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/>

Please note that the information provided above was current as of 21<sup>st</sup> June 2011. 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

<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>

Please note that the information provided above was current as of 21<sup>st</sup> June 2011. 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