

## VENUE AND SAFETY INFORMATION FOR VACATION CARE SCHOOL HOLIDAY ACTIVITIES

|                     |  |                   |                     |
|---------------------|--|-------------------|---------------------|
| <b>Venue name</b>   | <b>Vaucluse House</b>                                      |                   |                     |
| <b>Location</b>     | <b>Wentworth Road, Vaucluse NSW 2030</b>                   |                   |                     |
| <b>Phone number</b> | <b>02 9388 7922</b>  | <b>Fax number</b> | <b>02 9337 4963</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  X </i> |                   |                     |

| <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<br>2. Emergency Evacuation Training<br>3. Child Protection Training<br>4. First Aid Training | 1. Slipping on uneven gravel paths and sandstone walkways. Use of stairways.<br><br>2. Slipping or tripping on uneven sandstone surfaces and stairways. Slippery, wet or damp floors due to environmental conditions. | Children are instructed to walk carefully and be mindful of their historic environment. Children are closely supervised by museum staff and accompanying adults. Museum Guides use group management skills to manoeuvre group safely around site avoiding the most potential hazards. Important points about safety and safe conduct are repeated by Museum Guides throughout the visit to the site.<br><br>All slippery and wet floors are signposted and fans and dehumidifiers used to alleviate any moist environmental conditions as they arise. |

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|                      |  |  |  |   |
|----------------------|--|--|--|---|
|                      |  |  | <p>2. Sun and weather exposure. Exposure to a bush and garden environment.</p> <p>3. Interaction with dogs belonging to property users.</p> <p>4. Other incidents.</p> | <p>Please should ensure all children have hats and sunscreen, and rain gear in wet weather. It is advisable that children also bring sufficient food and drink for their visit.</p> <p>Children and carers are introduced to the property and advised of possible risks related to the bush/garden environment surrounding Vaucluse House</p> <p>Vaucluse House has a dog control policy in line with the Companion Animals Act 1998 including the exclusion of dogs from areas where young children will be playing during their visit.</p> <p>Vaucluse House 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. Assistance from accompanying adults in the supervision of the children is greatly appreciated.</p> |
| Kids in the Kitchen  |  |  | 5. Foods cooked and eaten  | Parents and carers are asked by staff of any known allergies at time of booking and at time of arrival before program commencement. Allergy sufferers require supervision by parents/carers and access to individual emergency medical equipment is the responsibility of accompanying adults.  |
| Mr Wentworth's Table |  |  | 6. As above  | As above  |

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| <b>Equipment</b>   |   |
|--|---|
| Kids in the Kitchen  | scone mix, water, cream/butter, lemons, sugar, cooking utensils, disinfectant wipes, garden produce.  |
| Mr Wentworth's Table   | Food stuffs: tomatoes, eggs, cucumber, carrot, fruit, celery, lettuce, cheese, sultanas, other seasonal garden produce. Cooking utensils including preparatory and serving utensils deemed appropriate for use by children under close supervision by guides. |
| Optical Toys   | Child-friendly scissors, glue, paper and coloured cardboard, pencils (lead and coloured), permanent textas and other various art supplies.  |
|  |   |
| <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> |   |
| Yes <b> X </b>   |   |

|                           |  |
|---------------------------|--|
| <b>Other Requirements</b> | Sunscreen and hats are advised. Sturdy walking shoes are also advised for all visitors.  |
|                           | Provision of water bottles and food for the whole visit as there is no provision for children to purchase food and drink on site or nearby |
|                           | Some areas of the Museum are accessible by wheelchair but others are not. There are no lifts or escalators in the Museum.                  |

|                              |   |
|------------------------------|---|
| <b>Supervision/ services</b> | Upon booking, confirmation details are sent out with instructions to help the Teacher with the planning of the visit. |
|                              | Museum Guides are allocated to your program and will undertake guided tours of the house with your children.          |

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

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