

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Australian Museum		Information current at 25/09/2016	
Location	1 William St. Sydney NSW 2000			
Phone number	9320 6222	Fax number	9320 6072	
Web address	http://australianmuseum.net.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and departure	K-12	Teacher/parent helper supervision	Access Road crossings	Stroller and wheelchair access is via the Directors driveway on College Street. Supervision of students crossing the road into Hyde Park is essential.
Self-guided tours and guided tours	K-12	Teacher/parent helper supervision Guided tours accompanied by Museum staff Museum staff with first aid training on call with first-aid materials	Slip/trip/fall Glass panels enclosing exhibits. Impact on these, or on other surfaces or furniture in slip/trip/fall Live animals in enclosures on exhibition Electrical equipment	Non-slip flooring and stair strips Balustrades on stairs and rails on landings Safety glass used for all enclosures Secure animal containers and handling by staff only under strict guidelines Electrical tagging and testing undertaken Regular testing and maintenance of all equipment Regular inspections of all public areas by OHS Committee

Please note that the information provided above was current as at X July 2016. 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 Department of Education and provide an update.

				Displays set-up by competent personnel Teacher/parent helper supervision
Science Studio, Nature Space and Culture Space	K-12	Museum Educator Teacher / parent helper assistance	Slip/trip/fall with potential for impact on object or furniture Transfer of potential pathogens by touch of objects or surfaces Electrical equipment Objects falling onto some part of body or self or a nearby other (if dropped or strongly pushed/pulled) Glass panels on some cupboards and display enclosures Heavy movable trolleys/cabinets Inwards opening door which may impact on a person behind Falling if students were to (against advice) climb onto large objects or above ground surfaces	Safety rules provided to students, including not reaching for high objects, and advice on how to handle objects and undertake activities, including the dinosaur dig if in Nature Space. Regular cleaning and disinfection Teacher/parent helper supervision Electrical tagging and testing undertaken Regular testing and maintenance of all equipment Safety glass used on cupboards and cases Brakes on all wheels of movable trolleys/cabinets First aid equipment nearby to all teaching space and Museum staff with first aid training are on call.
Lunch and break facilities	K-12	Teacher/parent helper supervision	Road crossings	It is requested that food breaks be taken in Hyde Park, unless in the case of rain. Supervision of students crossing the road into Hyde Park is essential.

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All activities mentioned above	K-12	Teacher/parent helper supervision	First aid Asthma, Allergies and Anaphylaxis.	Schools are expected to bring their own first aid kit from school to meet the particular needs of their students and participants. However, the Australian Museum also has First Aid trained staff. A parent and/or teacher from the visiting school is required to bring the individual allergy management plan, carry the necessary medications (including EpiPen™ dispensers) and be trained to use such medications.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Nil	
	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements

Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue

Sensible footwear, sun screen and hat for lunch in Hyde Park.

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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Museum Educators for Science Studio, Nature Space and Culture Space experiences.	
	Museum Educators or other Museum staff for guided tours.	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input 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"/> No <input 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>	
	<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"/> No <input type="checkbox"/>
	<i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200."</i>		

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