

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	EXPERIMENT FARM COTTAGE			
Location	9 RUSE STREET, HARRIS PARK, 2150			
Phone number	(02) 9635 8149	Fax number	(02) 9635 5655	
Web address	www.nsw.nationaltrust.org.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>
THE THIEF, THE FARMER AND THE SURGEON	Years 3 to 6 Fitness Level NA Pre-requisite skills NA	National Trust Education volunteers trained by qualified teacher and museum professionals	1. Steep stairs to cellar 2. Verandah without protective baracade 3. Sharp and heavy tools 4. Interference from members of the public	1. Inform visitors of the hazard , venue staff leading groups assist in negotiation of stairs 2. Inform visitors of the hazard and supervise students in this area 3. Inform schools of hazard and demonstrate correct handling of tools 4. Students are supervised at all times by venue staff or accompanying teacher
HOUSE TOUR	YEARS K-12 Fitness level N/A Prerequisite skills N/A	National Trust Volunteer guides are trained by museum professionals	1. Steep stairs to cellar 2. Verandah without protective baracade 3. Interference from members of the public	1. Inform visitors of the hazard , staff leading groups assist in negotiation of stairs 2. Inform visitors of the hazard and supervise students in this area 3. Students are supervised at all times by venue staff or accompanying teacher

Please note that the information provided above was current as at <insert date>. 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.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Costume clothing, antique tools, small hand tools, watering cans, buckets and yoke, straw hats, household furniture	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>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</i>	Sturdy footwear, hats to wear under straw hats, sunscreen in summer months. Warm and waterproof clothes when necessary.

Supervision/services <i>List services provided by venue staff</i>	Introduction briefing, guided tours, hands on activities.
---	---

Please note that the information provided above was current as at <insert date>. 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.

<i>including briefings, guided tours, supervision of activities etc</i>	Introduction briefing, house tour	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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"/>

Please note that the information provided above was current as at <insert date>. 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.

First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Child-related employment	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?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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."			

Please note that the information provided above was current as at <insert date>. 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.