

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	OLD GOVERNMENT HOUSE			
<b>Location</b>	PARRAMATTA PARK, PARRAMATTA			
<b>Phone number</b>	9635 8149	<b>Fax number</b>	9891 4102	
<b>Web address</b>	www.nsw.nationaltrust.org.au			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
WHISPERS, TALES & GOSSIP	YEARS 3 TO 6. Fitness N/A. Pre-requisite skills N/A.	National Trust volunteers trained by Qualified teachers and museum professionals.	1- Stairs within Old Government House. 2- Interference from members of the public.	1- Inform schools of the hazard, guide leading groups assist in negotiation of stairs and spaces 2- Students are supervised at all times by trained guide or accompanying teacher.
SIGHTING THE PAST	YEARS 7 TO 10 Fitness N/A pre-requisite skills N/A	National Trust volunteers trained by Qualified teachers and museum professionals.	1- Steep stairs into cellar and within Old Government House 2- Low beam into cellar main room 3- Interference from members of the public 4- Risks from falling branches in Parramatta park and proximity to deep water in Parramatta River	1- Inform schools of the hazard, guide leading groups assist in negotiation of stairs and spaces  2- Inform schools of the hazard and sign indicates hazard  3- Students are supervised at all times by trained guide or accompanying teacher  4- Students are warned of risk on windy days and kept at a distance from Parramatta River banks. Parramatta Park is maintained by the Parramatta Park Trust

Please note that the information provided above was current as at 01/02/2006. 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.

HOUSE TOUR	YEARS K-12 Fitness N/A pre-requisite skills N/A	National Trust volunteers trained by museum professionals.	1- Stairs within Old Government House. 2- Interference from members of the public.	1- Inform schools of the hazard, guide leading groups assist in negotiation of stairs and spaces 2- Students are supervised at all times by trained guide or accompanying teacher.
SLATES & CHAMBERPOTS	YEARS 3 TO 4 Fitness N/A Pre-requisite skills N/A	National Trust volunteers trained by qualified teachers and museum professionals.	1 – Stairs within Old Government House. 2 – Interference from members of the public.	1 – Inform schools of the hazard, guide leading groups assist in negotiation of stairs and spaces. 2 – Students are supervised at all times by trained guides or accompanying teacher.

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Folders containing primary source material handed out during program	
	<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"/>

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<b>Other requirements</b> <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>	Good footwear and hats are required as there is a brief outdoor activity	
	Good footwear, hats and sunscreen advisable. During winter months water and wind proof clothes advisable.	
<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Introductory briefing, costumed characters located throughout venue, all movement through venue provided by venue staff and volunteers	
	Introductory briefing and guided tours provided by venue staff and volunteers	
	Guided tour provided by venue staff	
<b>Access</b>	<i>Is access to and 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 checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	<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"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	<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 type="checkbox"/> No <input checked="" type="checkbox"/>
<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 <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> No <input checked="" 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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