

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	MARY MACKILLOP PLACE MUSEUM			
<b>Location</b>	7-11 Mount St, North Sydney NSW 2059			
<b>Phone number</b>	02 8912 4878	<b>Fax number</b>	02 8912 4835	
<b>Web address</b>	www.marymackillopplace.org.au	<b>Email address</b>	mackillop@sosj.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>
Arrival & departure	All ages	Teachers	Late arrival  Road accidents  Trips and falls, bumps and grazes.	Schools should plan to arrive at least 20 minutes before their allocated tour start time. If schools are delayed, please call Museum Visitor Services on 02 8912 4878.  Teachers and accompanying adults should supervise students when crossing roads, and/or getting off or on buses. Supervision is essential at the Mount St Museum entrance as there is regular traffic.  Students should watch for uneven surfaces as they enter the Museum Courtyard.
Cloaking	All ages	Trained staff	Lost property	To ensure property is not left behind, we offer an open bag storage area on the rear courtyard verandah. Students should place any loose items inside their bags before cloaking. The Museum takes all care but no responsibility for students belongings left on the verandah. We strongly recommend valuables are not brought on the excursion. Please report any lost property to staff at the reception desk or shop.

Please note that the information provided above was current as at 30 October 2014. 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.

Student behaviour during the visit	All ages	Teachers, museum staff & accompanying adults	Trips and falls, climbing over barriers, touching electrical equipment or sharp objects. Damage caused by mishandling displays. Cuts and bruises, trips and falls from steps or uneven surfaces.	Teachers should keep students adequately supervised at all times, and remind students to: <ul style="list-style-type: none"> <li>- walk, not run</li> <li>- remain in supervised public areas</li> <li>- not enter areas marked as 'no access'</li> <li>- not lift heavy objects</li> <li>- not touch electrical equipment or displays</li> <li>- not play on stairs or ramps</li> <li>- ensure shoelaces are tied</li> <li>- Keep fingers well clear when moving through doorways.</li> </ul>
Museum guided tours	All ages	Teachers and museum staff	Trips and falls, bumps and grazes.	Students must follow instructions from museum staff. Should any safety concerns be identified in relation to the experience, the teacher will be advised of these at the time of booking.
Recess and lunch breaks in the Museum Courtyard and on Glen Roy Green	All ages	Teachers and accompanying adults	Trips and falls, bumps and grazes.	The Museum Courtyard is suitable for short breaks and groups of up to 60. Glen Roy Green is a grassed area on site and is more suitable for large groups. All school groups must be escorted by Museum staff to Glen Roy Green. Alternative arrangements will be advised for wet weather conditions. Students should also have adequate outdoor sun protection, such as hats and sunscreen.

<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>	Students should wear suitable footwear and bring appropriate skin protection if spending time outdoors.
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<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All groups will be briefed by trained Museum staff and volunteers at the commencement of the visit. Museum staff are available to assist with directions and queries. Museum staff and trained volunteer museum guides lead guided tours with supervising teachers present.
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	<p>Teachers should maintain direct supervision of their students at all times during their visit to Mary MacKillop Place. Every adult accompanying students is required to be in a supervisory role and <b>MUST</b> have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Mary MacKillop Place.</p>
<b>Access</b>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Emergencies</b>	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Construction/ Maintenance/ Repair</b>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>First Aid</b>	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<b>Child-related employment</b>	<p>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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Office of the Children's Guardian</p> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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.</p>

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