



		VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS		
Venue name		MARY MACKILLOP PLACE MUSEUM		
Location		7 Mount Street, North Sydney NSW 2059		
Phone number		02 8912 4814		
Web address		www.marymackillopplace.org.au	Email address	event.bookings@mmp.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>
Covid-19	All ages	All staff are aware of Covid-19 safety practices	Visitors, Sisters, staff or volunteers contract Covid-19 while visiting Museum	COVID-19 safety plan has been enacted according to current NSW Health guidelines. Venue has been registered with NSW Health as a Covid-safe site
Arrival and departure	All ages	Teachers	<p>Late arrival</p> <p>Road accidents</p> <p>Trips and falls, bumps and grazes</p>	<p>Schools should plan to arrive at least 20 minutes before their allocated tour start time. If schools are delayed, please call the Event Bookings Coordinator on 8912 4814.</p> <p>Teachers and accompanying adults should supervise students when crossing roads, and/ or disembarking or getting on buses. Supervision is essential at MMP as there is regular traffic on the surrounding streets.</p> <p>Students should watch for uneven surfaces as they enter the museum courtyard.</p>

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Cloaking	All ages	MMP Staff Volunteer Tour Guides	Lost property Trip hazard if bags aren't stowed to ensure a clear	To ensure property is not left behind, we offer an open bag storage area at the rear end of the courtyard verandah.
			passage of walkways and doorways	Students should place any loose items inside their bags before cloaking. MMP 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 reception or in the Gift Shop & Café.
Student behaviour during the visit	All ages	Teachers MMP Staff Museum Tour Guides	Trips and falls, climbing over barriers, touching electrical equipment or sharp objects. Damage caused by mishandling displays and exhibit items. Cuts and bruises, trips and falls from steps or uneven surfaces. Burns (Running into a member of the public who has a hot beverage)	Teachers are to actively supervise at all times and remind students to: <ul style="list-style-type: none"> - Follow instructions from the Museum Tour Guide - walk, not run - remain with their group at all times - remain in supervised public areas - not enter areas marked as 'no access' - not lift heavy objects - not touch electrical equipment or displays - not play on stairs and ramps - ensure shoelaces are tied - keep fingers well clear when walking through doorways
Museum guided tours	All ages	Teachers Museum Staff	Trips and falls, bumps and grazes.	Students must follow instructions from MMP staff. Should any safety concerns be identified in relation to the experience, teachers will be advised of these at the time of the booking.

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Recess and lunch breaks in the Museum Courtyard and on Glen Roy Green	All ages	Teachers and accompanying support staff	Trips and falls, Bumps and grazes Road accidents Allergic reactions	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 larger groups. All school groups must be escorted by MMP staff to Glen Roy Green. Alternative arrangements will be advised for wet weather conditions. Students should have adequate outdoor sun protection, such as hats and sunscreen. Students who are allergic to grass, plants, bee stings, etc should be actively supervised to minimise the risk of a reaction.
Bathroom	All ages	Teachers and accompanying support staff	Public spaces with private cubicles accessible by all. Children out of teacher's supervision.	Male, female, as well as disabled accessible bathrooms are situated in four buildings across the site. All bathrooms have multiple separate private cubicles. Washing and hand drying facilities are available within the bathrooms.

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen 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
Supervision/services <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 at the commencement of the visit. Museum staff are available to assist with directions and queries. Museum staff lead guided tours with supervising teachers present. Teachers must actively always supervise their students during their visit to Mary MacKillop Place. Every adult accompanying students is required to be in a supervisory role and MUST 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 Mary MacKillop Place. It is the responsibility of the School to ensure that other volunteering adult/s accompanying the group other than a teacher, have the required child safety checks. These persons are the responsibility of the School.
Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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	Employees and Volunteers at MMP are engaged in child-related employment as defined by the NSW Child Protection (Working with Children) Amendment (Statutory Review) Act 2018. Employees and Volunteers at MMP are required to sign the SOSJ Child Safeguarding Code of Conduct. MMP has a zero tolerance of child abuse or the abuse of vulnerable adults. MMP shall be guided by the SOSJ Adult and Child Safeguarding Commitment Statement, and the SOSJ Child Safeguarding Policy framework. A copy of these can be requested or you can access these documents at www.marymackillopplace.org.au and/or www.sosj.org.au .