

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Australian Museum			
Location	1 William St, Sydney			
Phone number	9320 6389	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>
Self-guided tours and guided tours	K-12	Teacher/parent helper supervision Interpretative staff with science qualifications	Slip/trip/fall Glass panels enclosing exhibits Live animals as part of one exhibit Electrical equipment	Non-slip flooring 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 Displays set-up by competent personnel Teacher/parent helper supervision
Science Studio, Nature Space and Culture Space	K-6	Educators	Slip/trip	Safety rules provided to students (including not reaching for high objects)

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.

			Cross-contamination Electrical equipment Objects falling from height Glass panels on cupboards Heavy movable trolleys/cabinets	Regular cleaning and disinfection Teacher/parent helper supervision Electrical tagging and testing undertaken Regular testing and maintenance of all equipment Safety glass used on all cupboards Brakes on all wheels of movable trolleys/cabinets

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Nil	

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	<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>	Sensible footwear

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Educators for Science Studio, Nature Space and Culture space experiences
	Interpretative 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"/>
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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 checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/> No <input 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 checked="" type="checkbox"/>	No <input 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."			

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