

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	EXPERIMENT FARM COTTAGE		
Location	9 RUSE STREET, HARRIS PARK, 2150		
Phone number	(02) 9635 5655	Fax number	(02) 9635 8177
Web address	www.nationaltrust.com.au/placestovisit		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence <i>for this activity/program</i>	Potential risks <i>List of 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				
CELLAR	Years 3 to 6 Fitness Level NA Pre-requisite skills NA	National Trust (NT) Education volunteers trained by qualified teacher and museum professionals	1. Steep stairs to cellar 2. Sharp and heavy tools	1. Inform visitors of the hazard, venue staff leading groups assist in negotiation of stairs 2. Inform schools of hazard and guide to demonstrate only correct handling of tools
FARM	Years 3 to 6 Fitness Level NA Pre-requisite skills NA	National Trust Education volunteers trained by qualified teacher and museum professionals	1. Interference from members of the public 2. Possible allergies/stings 3. Uneven ground	1. Students are supervised at all times by venue staff or accompanying teacher 2. Inform the school of possible allergies to touch and smell and supervise students in the area 3. Inform the school of the hazard and supervise students in the area
ENTRY TO COTTAGE	Years 3 to 6 Fitness Level NA Pre-requisite skills No wheelchair access (Rear access only)	National Trust Education volunteers trained by qualified teacher and museum professionals	1. Veranda and front steps without protective barricade 2. Gravel pathways	1. Inform visitors of the hazard and supervise students in this area 2. Students supervised - no running in this area

Please note that the information provided above was current as at January 16 2012. 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.

DR. OFFICE	YEARS K-12 Fitness level N/A Prerequisite skills N/A	NT Volunteer guides are trained by museum professionals	1. Interference from members of the public 2. Doorway thresholds	1. Students are supervised at all times by venue staff or accompanying teacher 2. Guide to inform of possible trip hazard
COURTYARD GARDEN	YEARS K-12 Fitness level N/A Prerequisite skills N/A	National Trust Volunteer guides are trained by museum professionals	1. Allergies 2. Possible stings 3. Uneven ground 4. Nut tree	1. Inform the school of possible allergies to touch and smell and supervise students in the area 2. Inform the school and supervise students in the area 3. Inform the school of the hazard and supervise students in the area 4. Inform the school of tree situated near bus stop 5. Teachers are to return confirmation forms acknowledging these potential risks and to have parents permission

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Small hand tools, watering cans, buckets and yoke, medical props and plants (medicinal)	
	<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. Students should bring water.

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Supervision/service <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc.</i>	Introduction briefing, guided tours, hands on activities.
	Introduction briefing, house tour
Access	<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 checked="" type="checkbox"/></p> <p>Are disabled toilets available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
Emergencies	<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>
Construction/ Maintenance/ Repair	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<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 type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
Child-related employment	<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 type="checkbox"/> No <input checked="" 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?</p> <p>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"/></p> <p>Have all staff, paid and unpaid, 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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