

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Franklin House		
Location	413 Hobart Road Youngtown 7249		
Phone number	03 63447824	Fax number	63444033
Web address / Email	www.nationaltrusttas.org.au Franklin@nationaltrusttas.org.au		
Insurance	Does the venue have public liability cover? Yes		

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Activity/ program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential Risks	Control Strategies
Tour of house & grounds for school groups. Games	All ages/grades accepted. Written material designed for specific age/grades. All ages can use interactive puzzles Activities adapted to suit age groups	1. Franklin House uses retired teachers for their school tours programme 2. Emergency Evacuation Training 3. Child Protection Training	1. Slipping or tripping on uneven historic sandstone surfaces and stairway. Slippery, wet or damp floors due to environmental conditions. 2. Games not used In very bad weather. 3. Sun and weather exposure	Franklin House Guides meet and welcome groups at the bus disembarkation point/or the front door. Museum Guide discusses all potential risks with students and teachers before entering the site. Any slip and trip risks are managed throughout the visit by Museum Guides using group management skills to manoeuvre the group around hazards and using safe strategies for navigating spaces and stairways. All slippery and wet floors are sign posted or cordoned off. Hats are advised to be worn with sunscreen when playing in grounds.

Please note that the information provided above was current as at January 2009. 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

				<p>Morning tea or lunch breaks are taken under the verandah or oak trees. . Schools should ensure that all students have hats and sun screen and rain gear in wet weather. It is advisable that students also bring sufficient food and drink for their visit. The House has wet weather facilities for students to have lunches or undertake extra activities either under the verandah or in the school room</p> <p>4. Interaction with the contents of the Historic House Museum including potential touching/dropping of 19th Century objects and education props.</p> <p>5. Other incidents.</p>	<p>Students will not interact directly with any heavy, fragile, dangerous or historic objects within Franklin House. Any touching of historic objects or interaction with the interiors of the house will be under the direct supervision and instruction of Museum Guides who will use their group management skills to keep students away from any hazards. Students are advised of their responsibility in the safe use and care for the contents of the museum as a whole before entering the House.</p> <p>Franklin House does its best to ensure that all equipment is safe for the children to use and that the site itself is safe for visitors. However unforeseen situations can arise. Museum Staff will issue instructions for the children's safety and try to ensure that these are followed. Assistance will be required from the teachers and attending adults in the supervision of the children.</p>
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Equipment	
Victorian Games ie croquet, horseshoes, quoits, Aunt Sally games etc	All equipment use is supervised, all games are explained before use. Not used with small children
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
	Yes

Other Requirements	Sun screen and hats are advised. Students should bring their own wet weather gear as required and teachers should be prepared with activities for wet weather. School room & verandah can be used in wet weather conditions
	Students should bring water bottles and food for the whole visit as there is no provision for students to purchase food and drink on site or nearby.

Supervision/ services	Two Museum Guiding staff are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details
	Franklin House has a First Aid Kit available for the use of schools during their visit. Many Museum Guides have undergone training in Emergency First Aid, however Franklin House can not guarantee that a First Aid trained staff member will be in attendance on the day of your visit.
	Some areas of the Museum are accessible by wheelchair but others are not. There are no lifts or escalators in the Museum.
	Museum guides are trained and experienced in group management strategies..

Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes
	<i>Is the venue wheelchair accessible?</i>	No
	<i>Are disabled toilets available?</i>	No

Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes
	<i>Are staff trained to deal with emergency situations?</i>	Yes

Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes
Access	<i>Is first aid kit available?</i> <i>Is there a trained first aid officer at the venue?</i> <i>Is a first aid room available?</i>	Yes No No

Franklin House Manager takes all school bookings and advises that the School programme co-ordinator will contact them prior to their arrival to discuss details of programmes. Written information in the form of a school pack appropriate to the age group/grades visiting is sent to the school prior to their arrival