



# Venue and safety information for school excursions

Work Health and Safety Directorate

<b>Venue name</b>		<b>Experiment Farm Cottage</b>		
<b>Location</b>		9 Ruse Street, Harris Park, 2150		
<b>Phone number</b>		(02) 9635 5655	<b>Fax number</b>	(02) 9635 8177
<b>Web address</b>		www.nationaltrust.com.au/schoolsprogram		
<b>Insurance</b>		Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Activity/program</b> THE THIEF, THE FARMER AND THE SURGEON		<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>CELLAR</b>		Years 1 to 6 Fitness level NA Pre-requisite skills NA	National Trust (NT) education volunteers trained by qualified teacher and museum professionals	<ol style="list-style-type: none"> <li>Steep stairs to cellar</li> <li>Sharp and heavy tools</li> </ol>
<b>FARM</b>		Years 1 to 6 Fitness level NA Pre-requisite skills NA	NT education volunteers trained by qualified teacher and museum professionals	<ol style="list-style-type: none"> <li>Interaction with members of the public</li> <li>Possible allergies/strings</li> <li>Uneven ground</li> </ol>
				<ol style="list-style-type: none"> <li>Inform visitors of the hazard, venue staff leading groups assist in negotiation of stairs</li> <li>Inform schools of hazard and guide to demonstrate only correct handling of tools</li> <li>Inform the school of possible allergies to touch and smell and supervise students in the area</li> </ol>
				<ol style="list-style-type: none"> <li>Students are supervised at all times by venue staff or accompanying teacher</li> <li>Inform the school of possible allergies to touch and smell and supervise students in the area</li> <li>Inform the school of the hazard and supervise students in the area</li> </ol>

<b>ENTRY TO COTTAGE</b>	Years 1 to 6 Fitness level NA Pre-requisite skills NA No wheelchair access (Rear access only)	NT 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
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<b>DR. OFFICE</b>	Years 1 to 6 Fitness level N/A Prerequisite skills N/A	NT education volunteers trained by qualified teacher and museum professionals	1. Doorway thresholds	1. Guide to inform of possible trip hazard
<b>COURTYARD GARDEN</b>	Years 1 to 6 Fitness level N/A Prerequisite skills N/A	NT education volunteers trained by qualified teacher and museum professionals	1. Allergies 2. Possible stings 3. Uneven ground 4. Nut tree 5. Slippery paving during/after wet weather	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
<b>HOUSE TOUR</b>	Years K to 12 Fitness level N/A Prerequisite skills N/A	NT volunteers trained by qualified teacher and museum professionals	See all above	See all above

<b>Equipment</b>	
<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 WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Other requirements</b>	Sturdy footwear, hats and, sunscreen in summer months. Warm and waterproof clothes when necessary. Students should bring water.
<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>	
<b>Supervision/services</b>	Introduction briefing, guided tours, hands on activities Introduction briefing, house tour
<i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	

<b>Access</b>	<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 checked="" type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	<i>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>	
	<i>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<i>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 Communities on (02) 9836 9200.</i>		

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.