



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Museum of Applied Arts and Sciences' Powerhouse Museum			
Location	500 Harris Street, Ultimo, NSW 2007			
Phone number	(02) 9217 0222	Fax number	(02) 92170622	
Web address	www.maas.museum			
Insurance	Does the venue have public liability cover? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	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>
Arriving and departure	Years K -12+	Teachers / Carers	Late arrival Road accidents Trips and falls Lost students	Schools should plan to arrive 15 minutes before their allocated session start time. If you are delayed please call (02) 9217 0222. Teachers and accompanying adults should supervise students when crossing roads, and/or getting on or off buses. Supervision is essential on the Museum Forecourt due to the large amount of traffic on Harris Street, Macarthur Street and Darling Drive. Students should hold handrails when using stairs. Students should not run during their visit, as surfaces may be uneven or wet. Teachers should perform regular head counts to ensure all students are present. Students should be told what to do if they become lost: find a museum staff member

				who can help them relocated their group. Staff can be easily identified as they wear a uniform and name badge.. We recommend younger students have teachers' contact information clearly marked on a badge.
Cloaking	Years K -12+	Trained staff	Lost or stolen property	<p>To ensure property is not left behind, we offer cloaking facilities upon arrival. Students should place any loose items inside their bags before cloaking. The Museum takes all care but no responsibility for student belongings left in the cloaking bins.</p> <p>We strongly recommend valuables are not brought on the excursion. Report any lost property to staff at the reception desk or Museum security.</p>
Student behaviour during the visit	Years K -12+	Trained staff and teachers / carers	<p>Stranger danger</p> <p>Injuries from trips and falls, climbing over safety barriers, touching electrical equipment or sharp objects, or lifting heavy objects. Damage caused by mishandling displays.</p> <p>Cuts and bruises, trips and falls, from escalators and lifts.</p>	<p>All students are asked to wear a name badge to promote dialogue with Museum staff. This contributes to the creation of a lively and participatory learning environment, and we greatly appreciate your support for this. All Museum staff wear a uniform and a badge.</p> <p>Teachers should keep students adequately supervised at all times, and remind students to:</p> <ul style="list-style-type: none"> - walk, not run - remain behind safety barriers - not enter areas marked as 'no access' - not touch electrical equipment or displays (unless marked as 'hands-on') - not lift heavy objects <p>Students must keep near handrails and not run or play on stairs, escalators or ramps. Ensure shoelaces are tied and tucked, and stand in the centre of escalator treads. Keep fingers well clear of lift doors.</p>
Specialist programs in Learning facilities	Years K -12+	Trained staff and teachers / carers	<p>Trips and falls</p> <p>Inappropriate use of equipment</p>	<p>Students must follow instructions of Museum staff.</p> <p>Should any safety concerns be identified in relation to the activity, the teacher will be advised of these at the time of booking.</p>
Lunch and breaks in the Level 1 courtyard	Years K -12+	Teachers / carers	Trips and falls	The playground area is paved with soft-fall rubber floor surface materials to minimize possible injuries resulted from trips and falls. However, students should be reminded to exercise caution and be aware of younger

			Skin care	children under 8 while using the playground equipment. Alternative arrangements will be advised for wet weather conditions. Students should also have adequate outdoor sun protection, such as hats and sunscreen.
Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Safety goggles and aprons as required			<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"/>	
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>		Students should wear suitable footwear, and bring appropriate skin protection if spending time outdoors.		
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>		All groups will be briefed by trained Museum staff and volunteers at the commencement of the visit. Museum staff are available in the exhibitions to assist with directions and queries. Specialist Museum staff supervise educator-led programs and facilities, with teachers present. Teachers should maintain direct supervision of their students at all times during their visit to the Powerhouse Museum. 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 the Museum.		
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 employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Museum has full evacuation procedures in case of emergency, threat, fire, and other natural disasters. All fire exits are clearly marked and all staff have received training in evacuation procedures. Please ensure that your group understands the importance of following such procedures in the event of an evacuation. The Museum will liaise closely with NSW state emergency services in the case of external threats such as bomb threat or terrorism and will respond accordingly to any directions given by the authorities.		
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"/>		
First Aid		<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 checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Child-related employment

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? Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?

Employment Screening Unit. (NSW Government Education and Communities)

If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?

Yes No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?

Yes No

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.

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.