



# Venue and safety information for school excursions

Work Health and Safety Directorate



<b>Venue name: program name</b>		Museum of Applied Arts and Sciences' Museum Discovery Centre		
<b>Location</b>		172 Showground Rd, Castle Hill NSW 2154		
<b>Phone number</b>		(02) 9762 1300	<b>Fax number</b>	(02) 9217 0622
<b>Web address</b>		www.maas.museum		
<b>Insurance</b>		Does the venue have public liability cover? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		
<b>Activity/program</b> <i>Please list</i>	<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>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arriving and proceeding to group entrance	ES1 – S6	Teachers / Carers	<p>Traffic. Late entry causing shortened or abandoned program</p> <p>Trip and fall. Mixing with the general public on site</p> <p>Motor vehicle accident. Narrow access to gravel car park. Limited parking with contractor and museum cars.</p>	<p>Schools should plan to arrive 15min before their allocated session start time. With multiple school and public tours every day, lost time cannot normally be regained for late schools. We recommend teachers carry a mobile phone to advise staff in the event of traffic congestion or other delays. If delayed, please contact: 02 9762 1300</p> <p>Teachers / Carers should ensure that learners do not run at any stage within the Museums Discovery centre and its grounds.</p> <p>On-site parking for 1 bus and vehicles with accessible permits can be arranged only with advance notice. Contract services and emergency service vehicles have priority.</p>

			<p>Trip and fall. Occasional maintenance work on site.</p> <p>Accessibility</p> <p>Stranger danger</p>	<p>Keep out of fenced-off areas. Stay with allocated group. Follow staff instructions.</p> <p>Wheelchair access is via the ramps and internal lifts. In the event of an emergency the lift cannot be used and teachers/Carers and staff will assist until emergency services arrive.</p> <p>All Museum staff wear a uniform and a name badge for identification and to separate from the general public. All learners are asked to wear a name badge to promote dialogue with MDC staff. This contributes to the creation of a lively and participatory learning environment, and we greatly appreciate your support with this. All Museum staff wear a uniform and a name badge.</p>
Checking in	ES1 - S6	Teachers / Carers	Lost learners	At least <b>ONE teacher / Carer</b> and ONE staff member must remain with each group of 20 learners at all times. Teachers must ensure attendance rolls are kept and checked at the beginning and end of the tour.
Cloaking	ES1 - S6	Teachers / Carers	<p>Lost or stolen property</p> <p>Trips and falls near the group entry/exit</p>	<p>Large bags and valuables should not be brought to the Museums Discovery centre. Make sure the group brings only lunches or small bags as cloaking facilities are quite limited to two storage bays. Other items should be stored in bags to avoid lost property.</p> <p>Any items found will be placed with Museum Security.</p> <p>Unattended bags will be moved from exits and passageways.</p>
Briefing and Acknowledgment of Country	ES1 - S6	<p>Trained staff</p> <p>Teachers / Carers</p> <p>Site First-aid Officer</p>	<p>Trips and falls on pavement</p> <p>Stranger danger Emergencies</p> <p>Unruly behaviour</p>	<p>On arrival, the group will be introduced to the MDC staff and reminded of the safety rules relating to the areas of the museum the group will visit. Respect for the traditional owners and custodians will be shared and encouraged via an Acknowledgement of Country.</p> <p>Staff will be in uniform and wear name badges. Evacuation procedures explained.</p> <p>Teachers need to maintain direct supervision of their learners at all times during the visit.</p>

			First aid events	First aid officers and locations are identified to the group. <b>Anyone injured while on site MUST be taken to the first-aid officer for treatment and to record the incident.</b>
Ideation lab	ES1 - S6	Trained staff and teachers / carers  Trained staff and teachers / carers  Trained staff and teachers / carers	Trip and falls over equipment and furniture  Evacuation  Electrical hazards	Learners are taken to the Ideation lab for video presentations or workshop activities. Limited furniture in rooms. Learners will be briefed on how to act in the Ideation Lab  The room complies with the requirements of the Building Code of Australia. Staff will indicate positions of exits.  Teachers must ensure that no student touches any power points, electrical wires, or power boards, nor approaches the backdrop screen. All power outlets are protected by circuit breakers.
Exhibitions spaces	ES1 - S6	Trained staff and teachers / carers	Bumping into objects around the museum. Trip and fall.  Lost or unaccounted learners  Learners mixing with public visitors  Electrocution from powered exhibits	The MDC is an open display storage area and many objects are within reach and there are several ramps. Learners must be aware of their immediate and shared environment. They must walk and be mindful of the significant historical objects, their peers and the public.  Learners are advised not to leave their group unless accompanied by a supervising adult.  The exhibition is open to the general public at the same time and children need to be aware of "stranger danger". On-site Duty Officers and Security Officers regularly patrol the building and grounds.  Power points should not be touched. Child proof plugs are inserted into unused power points. Faulty equipment will be switched off and labelled. Repairs are prioritised. All powered objects are 'tag and tested'
Leaving the site	ES1 - S6	Trained staff and teachers / carers	Lost Property  Lost or unaccounted Learners.	Report any lost property to staff at the reception desk or to Security.  Keep learners together and under direct supervision at all times. Teachers should conduct a head count before leaving the site and inform MDC staff if any student is

				missing.
<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Exhibition interactives				
		<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> <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>	Shade Protection. An awning is by the outside toilets and is available throughout the year.			
	Learner's bags are to be kept in a secured cloaking area. Teacher / carer bags may be taken into the building along with a First Aid kit if desired.			
	No food or drink may be taken beyond the foyer.			
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	On arrival, the group will be reminded of the safety rules, introduced to the areas of the MDC the group will visit. Teachers need to maintain direct supervision of their learners at all times during the visit.			
	MDC staff are responsible for the following duties.  Upon school group arrival Site induction and <i>Acknowledgment of Country</i> for all adults accompanying learners. <ol style="list-style-type: none"> <li>Evacuation procedures</li> <li>First aid procedures</li> <li>Cloaking</li> <li>Toilets</li> <li>Structure of the tour</li> <li>Introduction of staff to learners</li> </ol>			

Conducting ES1 - S6 tours with the following components:

1. Briefing of site
2. Explanation of visible storage
3. Guided experience through stores

Supervision - teachers / carers need to maintain direct supervision at all times during their visit to the Museum Discovery Centre. Every adult accompanying the learners is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to control the group alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museums Discovery Centre

**ONE adult supervisor from the school per 20 children is required.**

**Access**

*Are access to and egress from the premises safe and without risk to health?*

Yes  No

*Is the venue wheelchair accessible?*

Yes  No  (East dome, ground floor of Sydney Observatory and accessible telescope)

*Are disabled toilets available?*

Yes  No

**Emergencies**

*Are emergency procedures in place in the venue?*

Yes  No

*Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?*

Yes  No

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.

<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	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 type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	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 <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?	
	<b>Employment Screening Unit. (NSW Government Education and Communities)</b>	
	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?	
		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 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.