



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name: program name	Museum of Applied Arts and Sciences' Museums Discovery Centre: Pre-School - S6 education program			
Location	172 Showground Rd, Castle Hill NSW 2154			
Phone number	(02) 9217 0222	Fax number	(02) 9217 0622	
Web address	www.maas.museum			
Insurance	Does the venue have public liability cover? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
Activity/program Please list	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	Potential risks List hazards/risks related to each activity/program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Arriving and proceeding to group entrance	Pre-School -12+	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</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) 9217 0222</p> <p>Teachers / Carers should ensure that learners do not run at any stage within the Observatory and its grounds.</p> <p>On-site parking for 20 seat minibuses and vehicles with accessible permits can be arranged only with advance notice. Contract services and emergency service vehicles have priority.</p>

			<p>museum cars. 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 lift. 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	Pre-School -12+	Teachers / Carers	Lost learners	At least ONE teacher / Carer 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	Pre-School -12+	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 Observatory. 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	Pre-School -12+	<p>Trained staff</p> <p>Teachers / Carers</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</p>

		Site First-aid Officer	First aid events	learners at all times during the visit. First aid officers and locations are identified to the group. Anyone injured while on site should, where possible, be taken to the first-aid officer for treatment and to record the incident.
Ideation lab	Pre-School -12+	Trained staff and teachers / carers Trained staff and teachers / carers Trained staff and teachers / carers	Trip and falls while putting on and taking off the space suits Evacuation Electrical hazards	Learners are taken to the Ideation lab for video presentations or workshop activities. The room complies with the requirements of the Building Code of Australia. 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. Staff will indicate positions of exits.
Exhibitions spaces	Pre-School -12+	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’
Virtual reality	Pre-School – 12+	Trained staff and teachers / carers	Motion sickness	Virtual reality is recommended for learners of age 9 and above. Learners must remain within the designated area and stop interaction at the first sign of motion sickness. No prolonged use of headset.

			Trips and falls	The area of the engagement must be clear of obstacles and participating learners working in teams supervise the active wearer of the headset.
Lunch or breaks in the entrance area	Pre-School – 12+	Teachers / carers	Trips and fall Skin care	The area under the climbing net is covered with garden mulch bark to minimize possible injuries resulting from trips and falls. However, learners should be reminded to exercise caution and be aware of younger children under 8 while using the playground equipment. Alternative arrangements will be advised for wet weather conditions. Learners should also have adequate outdoor sun protection, such as hats and sunscreen.
Leaving the site	Pre-School -12+	Trained staff and teachers / carers	Lost Property Lost or unaccounted Learners.	Report any lost property to staff at the reception desk or Museum of Applied Arts and Sciences Security / Contactors. 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.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Exhibition interactives	Poster paints
Augmented reality cubes	Craft supplies including cardboard, scissors, tape, crayons, pencils, glue
Virtual reality headsets	Batteries: button to 9V
Thinkershield/Arduino microcontrollers	
Computers/tablets	
	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements

Where relevant, list other requirements such as clothing, footwear and sun screen that participants

Shade Protection. A temporary shade marquee is available and will be opened in conditions of extreme heat, cold, or rain. Areas are also available suitable for luncheon or short breaks.

<p>are required to bring. Indicate if any items are provided by the venue</p>	<p>Learner's bags are to be kept in an unsecured cloaking room. Teacher / carer bags may be taken into the building along with a First Aid kit if desired.</p>
	<p>No food or drink may be taken beyond the cloaking room.</p>
<p>Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i></p>	<p>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.</p> <p>MDC staff are responsible for the following duties.</p> <p>Upon school group arrival Site induction and <i>Acknowledgment of Country</i> for all adults accompanying learners.</p> <ol style="list-style-type: none"> a. Evacuation procedures b. First aid procedures c. Cloaking d. Toilets e. Structure of the tour f. Introduction of staff to learners
	<p>Conducting Pre-School - S6 tours with the following components:</p> <ol style="list-style-type: none"> 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 Observatory. 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 Observatory. ONE adult supervisor from the school per 20 children is required.
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 type="checkbox"/> (East dome, ground floor of Sydney Observatory and accessible telescope)</p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input 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 employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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.</p>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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 checked="" type="checkbox"/> No <input 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 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"/></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? Employment Screening Unit. (NSW Government Education and Communities)</p> <p>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"/></p> <p>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"/></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 Communities on (02) 9836 9200.</p>

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.