

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Elizabeth Farm		
Location	70 Alice Street, Rosehill 2142		
Phone number	02 9635 9488	Fax number	02 8239 2299
Web address	www.sydneylivingmuseums.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/>		

Activity/ program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential Risks	Control Strategies
Common to all programs		1. SLM Education Program Training & Experience 2. Emergency Evacuation Training 3. Child Protection Training 4. First Aid Training	1. Slipping on uneven paths and sandstone walkways. 2. Slipping or tripping on even sandstone surfaces and stairways. Slippery, wet or damp floors due to environmental conditions.	Students are instructed to walk carefully and be mindful of their historic environment. Students are closely supervised by teachers, accompanying adults and SLM staff. Museum Guides use group management skills to guide the group safely around the site, avoiding potential hazards. Important points about safety and safe conduct are repeated by Museum Guides throughout the visit to the site. SLM staff will check paths for trip or slip hazards and instruct the children to walk, not run. Museum staff will clear steps of debris. Students visiting the cellar are instructed to walk carefully down the stairs and to be aware of the low ceiling. Close supervision of the students by teachers,

			<p>3. Sun and weather exposure. Exposure to a bush and garden environment</p> <p>4. Burns from fireplace and candles: a fire is lit in the kitchen year-round and during winter there is a fire in the drawing room. Candles are used for lighting on some occasions in some rooms.</p> <p>5. Other incidents</p>	<p>accompanying adults and SLM staff as required. Schools should ensure that all students and attendant adults wear appropriate covered shoes (i.e. no crocs, sandals, high heels or thongs).</p> <p>All slippery and wet floors are signposted. Schools should ensure that all students have hats and sunscreen, and rain gear in wet weather.</p> <p>Students are warned of the danger of fire and are supervised in the presence of fire. The drawing room fire is protected by a fireguard and the kitchen fire is enclosed within a stove. Students are supervised by teachers and staff in the presence of candles. Candles are kept away from where the students are working.</p> <p>Students are instructed to be careful and are kept under close supervision by museum staff, teachers and accompanying adults. Museum staff start tours with instructions about museum conduct.</p> <p>SLM staff do their best to ensure that all equipment is safe for the students to use and that the site itself is safe for visitors. However, unforeseen situations can arise. Museum staff will issue instructions for the students' safety and try to ensure that</p>
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			<p>6. Household allergies</p> <p>7. COVID-19</p>	<p>these are followed. Any assistance from teachers and accompanying adults in the supervision of the students is greatly appreciated.</p> <p>Staff are to be informed of any allergies. This includes allergies to any chemicals used in soaps, dust particles from mats, rug floors and furniture when booking and before children partake in activities. This also includes metals such as brass found in pots and candle-stick holders. It is the responsibility of schools to provide EpiPens for their students.</p> <p>7. An approved COVID Safe Plan is in place for Elizabeth Farm and maintained to align with Public Health Orders and restrictions. COVID safe Procedures for schools groups are documented and maintained. Museum staff are trained in COVID safe practices. Surfaces and any materials used in the program are cleaned after use and all students sanitise hands regularly throughout the program.</p>
Transported In Time.	Stage 2 History		<p>Covered in "Common to all Programs".</p> <p>7. Students come into contact with items such as knives and forks whilst setting the table. In addition there</p>	<p>As above</p> <p>Staff is to half fill buckets with water. Students are supervised by staff, teachers and accompanying parents and teachers.</p>

			is a chance of breaking crockery.	Students are supervised by staff, teachers and accompanying adults when setting the table. Dull-edged knives are used in the program.
			<p>8. Allergies - Students are exposed to possible allergens; soap when scrubbing clothes; ink when writing with a quill; feathers, horsehair and straw when examining a cushion; pollens and bee stings in the garden; spices during kitchen activities. Macadamia nuts are on display in kitchen and on tree in garden.</p> <p>9. Students are provided with hats to wear as a part of their costume.</p>	<p>Teachers are asked to inform guides of students with allergies. Such students need not actively participate in the relevant activities. It is the responsibility of schools to provide Epipens for their students.</p> <p>Hats are microwaved and washed regularly.</p>

Now and Then	Stage 1 History		<p>Covered in "Common to all Programs".</p> <p>10. Students are exposed to possible allergens from: dust while sweeping the floor; soap when washing hands and scrubbing clothes; feathers, horsehair and straw when making the bed; pollens and (rarely) bee stings in the garden.</p>	<p>As above</p> <p>Teachers are asked to inform guides of students with allergies. Such students are not required to actively participate in these activities.</p>
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Colonial Life at Elizabeth Farm	Stage 2 History		<p>Covered in "Common to all Programs".</p> <p>12. Students are exposed to possible allergens; soap when washing hands and scrubbing clothes; feathers, pollens and bee stings in the garden</p> <p>13. Students handle plant material including some with natural oils</p>	<p>As above</p> <p>Teachers are asked to inform guides of students with allergies. Such students are not required to actively participate in these activities.</p>
General Tour	As appropriate.		Covered in "Common to all Programs"	As above.

Other Requirements	Sun screen and hats are advised. Wet weather gear.
	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.
Services to assist K-6 ASD (Autism Spectrum Disorder) students	Sydney Living Museums is proud to provide Social Stories to assist teachers of ASD students prepare for their visit to Elizabeth Farm.

Supervision/ services	Museum program delivery staff are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details. Student behaviour is the responsibility of the supervising teacher/s.	
	Elizabeth Farm has First Aid Kits available for the use of schools during their visit. Elizabeth Farm does not have a designated First Aid room. Some Museum Guides have a First Aid accreditation. Elizabeth Farm 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.	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" 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 checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>
First Aid	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>Is a first aid room available?</i>	No <input checked="" type="checkbox"/>

Equipment	
Transported in Time	Wooden buckets, steel wash tub, wooden washboard, wooden drying frame, butter knives, scone cutters, tablecloths, scrubbing brushes, rug beaters, logs, chamber pot, rope, crockery, rakes and brooms.
Now and Then	Butter knives, scone cutters, juicers, mortar and pestle, tablecloths, scrubbing brushes, rug beaters, logs, chamber pot, rope, crockery, rakes and brooms.
From Stew to Stir Fry	Butter knives, scone cutters, juicers, mortar and pestle, tablecloths, cutting boards, scrubbing brushes, crockery and brooms, hand sanitizer and wipes, latex gloves, dishwashing detergents, chux cloths, lemons, spices (yellow mustard, black mustard, coriander and black peppercorns, star anise, cardamom and cinnamon), tea towels, rock salt.
Colonial Life at Elizabeth Farm	Laminates, students handle; dried plant specimens in plastic bags, stone axe, eel trap, washing tubs, washboards, soap, buckets, clothes and mattress sample. Students also use instruments including; rice shakers, ocean drum, rain sticks, bell and thunder drums.

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?	Yes XI
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Child-related employment	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?	Yes XI
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?	NSW Police
	If your organisation is registered with an Approved Screening Agency in NSW have all paid staff undergone employment screening?	Yes XI
	Have all paid staff completed a Prohibited Employment Declaration?	Yes XI
	Have all unpaid staff completed a Prohibited Employment Declaration?	No XI