

### VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Education program provider</b>	<b>Sydney Living Museums ('SLM')</b>		
<b>Venue name</b>	<b>Hyde Park Barracks Museum</b>		
<b>Location</b>	<b>Queen's Square, Macquarie Street, Sydney</b>		
<b>Phone number</b>	<b>02 8239 2311</b>	<b>Fax number</b>	<b>02 8239 2322</b>
<b>Web address</b>	<a href="http://sydneylivingmuseums.com.au">sydneylivingmuseums.com.au</a>		
<b>Insurance</b>	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/>		

<b>Activity / program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/ competence</b>	<b>Potential risks</b>	<b>Control strategies</b>
Common to all Programs		1. SLM Education Program Training & Experience  2. Emergency Evacuation Training  3. Child Protection Training	1. Slipping on gravel surfaces; tripping on steps, uneven surfaces  2. Sun exposure  3. Main stairs are uneven and steep with a low handrail  4. Falling out of hammocks  5. Falling trees or branches  6. Other incidents	1. Students are instructed to walk, not run, and are closely supervised by teachers, accompanying adults and museum staff.  2. Teachers are advised at booking to ensure that all students have hats and sun screen.  3. Students are instructed by museum staff to hold on to the hand rail and walk slowly in a single file up and down the stairs.  4. Museum staff will carefully explain the steps in safely getting into and out of a hammock and closely control and supervise the process of students using the hammocks. Students are instructed not to swing in the hammocks or cause other students' hammocks to swing.  5. Every tree on site is inspected and rated annually by a Level 8 arborist, and managed year-round by SLM's horticultural team as required.  6. In the case of unforeseen events, museum staff will issue instructions for the student's safety and try to ensure that these are followed. Teachers, carers and parents will be asked to help supervise the students.
Rats:Convict Tales	Stage 2 HSIE	As above	7. Catching fingers under brick moulds and buckets.	7. Students are closely supervised by teachers, accompanying adults and museum staff. Museum staff verbally explain and also physically demonstrate the best and safest way to use the brick moulds.

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Activity / program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential risks	Control strategies
Convicts: Life at the Barracks	Stage 2 HSIE Stage 3 History	As above		
Archaeology Underfoot	Stage 4 History	As above	8. Abrasions from equipment or objects in the simulated dig	8. Students are closely supervised by teachers, accompanying adults and museum staff. Museum staff members verbally explain, and also physically demonstrate, the best and safest way to use the equipment during the simulated dig. Students are warned to handle objects very carefully and objects are checked to ensure none are likely to cause injuries.
Investigating History Investigating Convict History	Stages 4, 5 History Stage 2 HSIE	As above		
“Perish or Prosper” at the Hyde Park Barracks	Stage 5 History	As above		
Life at the Barracks: Convicts and Migrants	Stage 3 History	As above		
Convict Sleepover	Stages 2 & 3	As above.	9. Food allergies.  10. Minor injuries, cuts, grazes and strains.  11. Theft or loss of, or damage to, private property.	9. Special dietary requirements are ascertained at booking. The Hospitality catering provider is compliant with food safety measures.  10. Children are closely supervised by museum staff, teachers, carers and parents. Rules are outlined at the beginning of each activity. Shoes are to be worn outside and when using the external toilet.  11. Children’s’ bags are secured in the cloakroom and access is provided by museum staff only. Children are encouraged not to bring valuables into the museum.

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Activity / program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential risks	Control strategies
			<p>12. Cold weather.</p> <p>13. Sleeping overnight in a museum.</p> <p>14. Antisocial, inappropriate or disruptive behaviour by participants.</p> <p>15. Overnight security.</p> <p>16. Emergency evacuation.</p>	<p>12. Teachers are advised at booking that attendees should bring appropriate clothing, sleeping bags, blankets and slip-on shoes to wear when walking to the toilets.</p> <p>13. Museum staff will ensure students are oriented and become accustomed to the environment. The same staff will be assigned to the group for the entire evening. Children are encouraged to bring a cuddly toy for comfort when sleeping. Accompanying teachers, carers and parents are solely responsible for the children after 9:30pm.</p> <p>14. Museum staff will closely supervise students and instruct them on appropriate behaviour in the museum. Teachers, carers and parents will be asked to help supervise students and after 9:30pm will be solely responsible for their supervision. As part of the application process schools provide an outline of their Child Safety and Protection strategies.</p> <p>15. The museum grounds are secured once the group has arrived. Those areas of the site that are not in use during the program are secured and alarmed. The site is also patrolled twice during the night by a contracted security company. The security patrol company may be contacted at any time by museum staff.</p> <p>16. Groups are accompanied overnight by two members of museum staff. Museum staff have the contact details of all emergency services and are trained in emergency evacuation procedures. They will lead groups in evacuating the premises should this be required. Groups will be taken through the fire drill in the induction.</p>

Equipment	
Rats: Convict tales	Brick moulds, foam bricks, wooden buckets, damp sand, cotton convict shirts, plastic dustpans and brushes. Simulated “rat’s nest” materials – clay marbles, playing cards, knuckle bones, fabric, rope, shredding tool, dice, bone, hammocks.
Convict Life at the Barracks	Pencils, pencil sharpeners, erasers, leg irons, laminated resources, hammocks, foam bricks, cotton convict shirts
Archaeology Underfoot	Mock dig site (sand, gravel and objects including ceramic, bone, metal, peach pits and glass), small plastic brushes and pans, plastic tubs, sieves, scales, pencils, rulers, clean paper and plastic rubbish items, laminated sources, replica hammock rope and clew, hammocks
Investigating History Investigating Convict History	Replica clay pipe, laminated sources. Simulated “rat’s nest” materials: clay marbles, playing cards, knuckle bones, fabric, rope, shredding tool, dice, bones
“Perish or Prosper” at the Hyde Park Barracks	Laminated sources, hammocks
Life at the Barracks: Convicts and Migrants	Laminated sources, hammocks, “Irish orphans’ wooden truck and materials- clothing, 3D printed plastic crosses, coins, bibles. Foam bricks, cotton convict shirts, leg irons, benches, buckets.
Convict Sleepover	Wooden buckets, Cotton convict shirts, Gaming pieces; clay marbles, knuckle bones, dominos, dice, Dinner plates, cups cutlery and cleaning utensils, craft paper, hammocks.
<p><i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> <span style="float: right;">Yes <input checked="" type="checkbox"/></span></p>	

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<b>Other Requirements</b>	Sunscreen and hats are advised, plus rain protection in wet weather.
<b>Services to assist K-6 ASD (Autism Spectrum Disorder) students</b>	The Programs Team of Sydney Living Museums is pleased to provide an online “Excursion Introduction” to assist teachers of ASD students prepare for their visit to Hyde Park Barracks Museum. Each story is specifically related to our K-6 programs. These can be viewed online or printed off. Click here <a href="http://sydneylivingmuseums.com.au/education/learning-resources">sydneylivingmuseums.com.au/education/learning-resources</a> to view the Integrated Classroom Excursion Introductions.
<b>Supervision/ services</b>	One or more Museum program delivery staff are allocated to each program depending on the type of program and numbers of students involved. Group size restrictions apply to all programs – please contact the venue for details. Student behaviour is the responsibility of the supervising teacher(s).
	Hyde Park Barracks Museum has First Aid Kits available for the use of schools during their visit. Hyde Park Barracks Museum can not guarantee that a First Aid trained staff member will be in attendance on the day of your visit.
<b>Disabled access</b>	Some areas of the Museum are accessible by wheelchair but others are not. There are no lifts or escalators in the Museum.

<b>Access</b>	<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"/>

<b>Emergencies</b>	<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"/>

<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>
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<b>Access</b>	<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>	No <input checked="" type="checkbox"/>
	<i>Is a first aid room available?</i>	No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	<i>Are all employees of your organisation engaged in work related to employment assist teachers in their risk management planning for excursions. If please contact the venue for more information. Our people will advise the Programs Team of Sydney Living Museums and provide an update.</i>	
	<i>Child Protection (Prohibited Employment) Act 1998?</i>	Yes <input checked="" type="checkbox"/>
	<i>If yes, do all such staff hold a current Working With Children check?</i>	Yes <input checked="" type="checkbox"/>

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