

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	<b>Meroogal</b>		
<b>Location</b>	<b>cnr West and Worrigeer Streets, Nowra</b>		
<b>Phone number</b>	<b>02 4421 8150</b>	<b>Fax number</b>	<b>02 8239 2299</b>
<b>Web address</b>	<a href="http://sydneylivingmuseums.com.au">sydneylivingmuseums.com.au</a>		
<b>Insurance</b>	<i>Does the venue have public liability cover? Yes [X]</i>		

<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 4. First Aid Training	1. Alighting from bus on public road  2. Uneven surfaces, steps, stairs, multi-layered floor coverings, foot booties  3. Sun and weather exposure  4. Equipment  5. COVID-19	1. Museum staff will meet the bus and escort the children onto the grounds.  2. Museum staff discuss potential risks with students and teachers, children are instructed to walk slowly and not run, not to touch unless asked to and to be careful in the museum. Students are split into small groups and are closely supervised by museum staff and teachers. Students are required to remove footwear before entering the house. They will walk through house in their socks or wearing provided booties.  3. The program is altered to accommodate bad weather and exposure to the sun is minimised. As a contingency strategy the verandah and office may be used to provide shelter. Teachers are advised at booking to ensure students bring hats.  4. All equipment is checked regularly to comply with safety standards. Students are supervised at all times.  5. An approved COVID Safe Plan is in place for Meroogal and maintained to align with Public Health

Information current as of February 2021 and provided by the venue to assist teachers in their risk management planning for excursions. Please contact the venue for further information.

				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.
Then and Now:Playing with the past	Stage 1 History		<p>Covered in "Common to all programs"</p> <p>6.Use of 19th century style games in a supervised play session.</p> <p>7.Use of 19th century style clothing</p> <p>8.Use of the 19th century water pump</p> <p>9.Showground walk component</p>	<p>As above</p> <p>6.Students and teachers are briefed on the proper and safe use of the 19th century style games equipment. Teachers and accompanying adults are to coordinate and supervise the play after the briefing by museum staff. All games equipment is checked regularly to comply with safety standards.</p> <p>7.Clothes are cleaned regularly</p> <p>8.Museum staff will verbally explain and also physically demonstrate to students the safest way to use the hand-operated water pump. Students are closely supervised by museum staff and teachers.</p> <p>9.This part is self-guided by the teachers who will be responsible for the care and safety of students during the walk. Museum staff will alert teachers to any unusual problems that may be present on that day.</p>

<b>Equipment</b> <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
Then and Now:Playing with the Past	Some children will be chosen to put on replica clothing over their uniforms to demonstrate what children wore in the late 19th century. Skipping ropes, cup and balls, marbles, mechanical toys, quoits hoops and bases, wooden puzzles, dominoes, kaleidoscopes, jacks.
Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? <span style="float: right;">Yes <input checked="" type="checkbox"/></span>	

<b>Other Requirements</b> <i>Where relevant list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>	Sunscreen and hats are advised . As there are no shops nearby, food and water bottles are advised. Enclosed footwear is recommended.

<b>Supervision/ services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	At Meroogal visitors have supervised access to all areas of the museum and all of the collection is a primary source so visitors are divided into small groups and staffing depends on numbers. A briefing is given at the beginning of all visits about behaviour and touching of the collection. Ultimately students behaviour is the responsibility of the supervising teacher(s). Meroogal has a first aid kit but can not guarantee that an accredited first aid officer will be in attendance the day of your visit. Some areas of the museum are accessible by wheel chair and visitors with mobility issues but not all areas can be reached. There are no lifts or escalators.
---	---

<b>Services to assist K-6 ASD (Autism Spectrum Disorder) students</b>	Sydney Living Museums is pleased to provide Social Stories to assist teachers of ASD students prepare for their visit to Meroogal.
---	--

<b>Access</b>	<i>Is 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"/>
<b>First aid</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 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?</i>	Yes <input checked="" type="checkbox"/>
	<i>If yes, do all such employees have a current Working With Children check?</i>	Yes <input checked="" type="checkbox"/>