

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Education program provider	Sydney Living Museums ('SLM')		
Venue name	Rouse Hill House and Farm ('RHHF')		
Location	356 Annangrove Road, Rouse Hill, NSW 2155		
Phone number	02 9627 6777	Fax number	02 02 8239 2299
Web address	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	1. Alighting from the bus at bus bay 2. Slipping/ tripping on loose gravel and uneven surfaces 3. Exposure to vehicle traffic in the carpark and on private roads on site 4. Exposure to sunlight and weather	1. SLM staff meet and welcome groups at the bus bay, and supervise the safe movement of the group from the bus bay to the Education Centre, with the assistance of teachers and accompanying adults. 2. SLM staff discuss potential risks with students and teachers before walking on the loose gravel road and into spaces with uneven surfaces. Students are instructed to walk, not run. Students are split into small groups and are closely supervised by SLM staff, teachers and accompanying adults. 3. In the RHHF carpark, teachers ensure that bus drivers drop off and collect students at the designated point adjacent to the Visitor Centre. SLM staff meet the school group off the bus and walk in front of student groups at all times and ask accompanying adults to walk at the rear. RHHF staff are advised weekly and daily of school visits and avoid driving any motorised vehicles other than golf buggies on site while students are present. Contractors may access RHHF via the side gate from Annangrove Road. When vehicles are unavoidably on site during school visits, they proceed at walking pace and when passing near students a staff member alights and walks in front of the vehicle. 4. All SLM programs at RHHF involve an outdoor component, so teachers are asked at booking to ensure that all students bring and use hats and sunscreen, plus rain gear in case of wet weather, a water bottle in hot weather and jumper/ jacket in cold weather. SLM staff use shaded areas wherever possible. In case of more severe weather conditions SLM staff will, where practicable, alter the program for the comfort and safety of the students.
			5. Exposure to a bush and rural environment. This may include wildlife such as snakes, bees or wasps	5. Students and carers are introduced to the property and are advised of possible risks related to the bush/rural environment surrounding Rouse Hill House and Farm. Teachers are asked at booking to ensure that all students and accompanying adults wear enclosed footwear. Students are accompanied around the site by SLM staff and are directed away from hazardous areas, eg areas with long grass. Paths are regularly maintained and checked by site and gardening staff. Site staff

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			<p>6. Falling trees or branches</p> <p>7. Animal incident or electrical shock</p> <p>8. Unforeseen accidents</p>	<p>regularly check for the presence of snakes, bees and wasps.</p> <p>6. 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. Trees may be subject to structural damage during heavy winds or following heavy rain. Care should be taken to avoid large trees at these times.</p> <p>7. Cows, sheep and horses live on site and are kept inside fenced paddocks. Animals may become threatened and become aggressive to any person entering the paddock. Staff advise all school groups to remain at least one metre away from all paddock fences. Paddock fences may be electrified.</p> <p>8. Students are directed not to touch or approach any potentially hazardous areas/objects. SLM staff carry two-way radios to request assistance if needed. SLM staff regularly check that all education equipment at Rouse Hill House and Farm is safe for students to use and that the site itself is safe for visitors. In the case of an unforeseen incident, SLM staff will issue instructions for the safety of students and try to ensure that these are followed.</p>
A Colonial Eye	Stage 3 History; Creative Arts		<p>Covered in 'Common to all programs'</p> <p>9. Use of art materials and tools</p> <p>10. Allergic reactions to grass</p> <p>11. Exposure to taxidermy birds</p>	<p>9. Students are briefed on the proper and safe use of art equipment. Materials are non-toxic. Pencils are given to students before the walk to the property, and are secured to a clipboard. Students carry their equipment with them until they reach the second half of the program at the covered outdoor learning area.</p> <p>10. Tarpaulins and stools are provided for students to sit on while sketching/painting outdoors, so that students do not sit directly on the grass.</p> <p>11. SLM staff place the birds where they can be readily observed and drawn. Students are instructed not to touch. Shells can be provided as alternative/additional drawing subjects.</p>
Expanding the Colony	Stage 3 History		<p>Covered in 'Common to all programs'</p> <p>12. Exposure to dam water</p> <p>13. Allergic reaction to sitting on grass</p> <p>14. Sitting on the floor in the arcade area,</p>	<p>12. SLM staff release dam water from a tank to demonstrate the working of a 19thC rainwater collection system. Students are instructed to stand back from the gutters and not to touch the water which runs down them. The activity is supervised by museum staff, teachers and accompanying adults.</p> <p>13. Students are invited to either sit or stand on the grassed area, as they choose (and as per the advice of their teachers). This location is regularly mown by gardening staff.</p> <p>14. Students are instructed not to sit on the floor in the arcade area, and to keep within designated areas. They can either sit on benches or remain standing.</p>

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			where crevices contain dust from 19thC paints	

Activity/ program	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence	Potential risks	Control strategies
Lessons from the Past	Stage 1 History; Creative Arts; PDHPE		<p>Covered in “Common to all programs”</p> <p>15. Schoolhouse building – steps & verandah without railings, tiered galleries, fireplace and surrounding objects</p> <p>16. Costume – children are provided with smocks, jackets and hats</p> <p>17. Object handling such as 19th century school implements, large tapestry needles and nature table objects. Drill with wooden dumbbells.</p> <p>18. Weather exposure during outdoor activities and breaks</p> <p>19. Art materials (included in the full-day version of this program)</p> <p>20. Traversing gentle</p>	<p>15. SLM staff, teachers and accompanying adults closely supervise the movement of students in and around the schoolhouse building in small groups. Steps are marked with white, textured strips at step edges. The fireplace is not used.</p> <p>16. Straw hats are regularly disinfected. Cloth hats and costumes are washed regularly.</p> <p>17. SLM staff carefully explain and demonstrate the proper use of resources/equipment prior to use, and supervise students closely during the task.</p> <p>18. In extreme weather conditions (eg heat, wind, dust or rain) the program is adjusted for the comfort and protection of the students. For example, drill activities may be carried out in the shade of the verandah. The maypole activity may be cancelled. The Education Centre has a covered area for activities and lunches.</p> <p>19. Materials are non-toxic and students are carefully briefed on the proper and safe use of the art equipment.</p> <p>20. Children are kept in line and walk at a gentle pace to the schoolhouse site.</p> <p>21. Teachers will be advised by SLM staff of appropriate locations in which children can play.</p> <p>22. All glass doors in education centre and covered outdoor learning area are safety marked.</p>

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			<p>slopes. Trip hazards</p> <p>21. Tiered seating and low brick walls</p> <p>22. Glass doors</p>	
Early to Rise (SLM)	Stage 1 History		<p>Covered in "Common to all programs"</p> <p>23. Accident during manual handling and/or use and/or carrying of objects including water pump, wooden bucket, (dry) laundry, wooden pegs, washing line, washboard with Sunlight soap, 19thC iron (unheated), ceramic eggs, grains, polishing brushes, saddle</p> <p>24. Handling feed for the chickens.</p> <p>25. Direct contact with the floor in the stables tack room and the arcade, where crevices contain dust from 19thC paints</p>	<p>As above</p> <p>23. Before each hands-on activity SLM staff carefully explain and physically demonstrate the proper and safe use of the equipment or objects involved. All equipment is checked regularly to comply with safety standards. Students are closely supervised by museum staff, teachers and accompanying adults.</p> <p>24. Children will be invited to feed chickens with mixed grains and seeds. The chickens are penned and students remain outside the enclosure. They are given a small handful of grain to scatter through the fence for the chickens. Teachers are to advise staff prior to the program and the activity of the possibility of students with allergies to grains and/or seeds.</p> <p>25. Students are led through the stables in single file and instructed to keep within designated areas. In the tack room and in the arcade students are instructed to sit on benches (not the floor). It is recommended that students do not consume food (including chewing gum) or drinks during the program, and that on returning to the Education Centre at the end of the program they wash their hands with soap and water.</p>

Equipment <i>List any equipment, including personal protective equipment to be provided for use during the activities/programs</i>	
A Colonial Eye:	Pencils, clipboards, paper, watercolour paints, aquapens, folding chairs
Early to Rise	Laundry basket with clean, dry pieces of cotton clothing and linen, wooden dolly pegs. Wash board, 19 th century irons. Wooden bucket with a small amount of water, 19 th century water pump, grains and ceramic eggs. Chicken feed (mixed grains and seeds). Hessian bags containing chaff (chopped straw). Leather saddle and brushes with a wooden back and synthetic bristles. Metal buckets, wooden yoke, wooden stool.
Lessons from the Past	Slate boards, slate pencils, sponges, wooden drill equipment (dumb bells), maypole, nature study objects in trays, pen and ink, blunt tapestry needle, thread and hemp cloth, costumes including hats, smocks and jackets, abacus, back straightener. The full day program may include handling nests, shells, coral and magnifying glasses.
Expanding the Colony	Laminated maps and images, clipboards, and pencils, Aboriginal digging sticks and stone axe, specimen bags, possum pelt, riding crop, ink well and quill, branding iron.
Is all equipment at the venue maintained in accordance with the NSW WHS Act and appropriate standards? Yes <input checked="" type="checkbox"/>	

Other Requirements <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. Sturdy enclosed walking shoes are advised for all visitors. Wet weather gear is advised for all programs.
	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. Clean water is available for refilling water bottles if necessary.

Supervision/ services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Museum program deliverers are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details. Students' behaviour is the responsibility of the supervising teacher(s).
	FIRST AID. First aid kits are available on site. However, the education staff allocated to each program do not carry a First Aid kit and are not required to be First Aid trained. the supervising teacher/s are responsible for bringing their own First Aid kit/s, administering all First Aid to their students, and for bringing and administering health care supplies (including prescribed medications) that may be required by students with individual health care plans. Supervising teachers should ensure that their First Aid kit contains a bandage appropriate for snakebite.
Disabled access	Some areas of the museum are accessible by wheelchair but others are not. There are no lifts or escalators in the museum.
Services to assist K-6 students with ASD (Autism Spectrum Disorder)	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 Rouse Hill House and Farm. Each story is specifically related to our K-6 programs. These can be viewed online or printed off. Click here sydneylivingmuseums.com.au/education/learning-resources to view the Integrated Classroom Excursion Introductions.

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Access	<i>Are access to and egress from the premises safe and without risk to health?</i> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> 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> <i>Is there a trained first aid officer at the venue?</i> <i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>
Child-related employment	<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> <i>If yes, do all such employees have a current Working With Children check?</i>	Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>

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