

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

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| Venue name | Vaucluse House | | |
| Location | Wentworth Road, Vaucluse NSW 2030 | | |
| Phone number | 02 9388 7922 | 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 |
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| 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 gravel paths and sandstone walkways. Use of stairways. 2. Slipping or tripping on uneven 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 museum staff, teachers and accompanying adults. Museum Guides use group management skills to manoeuvre group safely around site avoiding the most potential hazards. Important points about safety and safe conduct are repeated by Museum Guides throughout the visit to the site. All identified slippery and wet floors are signposted, but conditions are subject to change and care should be taken at all times. Fans and dehumidifiers are used to alleviate any moist environmental conditions as they arise. Schools should ensure that all students and attendant adults wear appropriate covered shoes (i.e. no crocs, sandals, high heels or thongs). |

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| | | | <p>3. Sun and weather exposure. Exposure to a bush and garden environment.</p> <p>4. Unfenced creek running through the site.</p> | <p>It is the responsibility of schools to ensure that all students have appropriate sun protection including hats and sunscreen, and rain gear in wet weather. It is advisable that students also bring sufficient food and drink for their visit.</p> <p>Students and carers are introduced to the property and advised of possible risks related to the bush/garden environment surrounding Vaucluse House. During the outdoor section of primary programs, SLM staff are not present and it is the responsibility of teachers to ensure that students keep away from the creek.</p> |
| | | | <p>5. Please be aware that a wood fire will be burning in the kitchen.</p> <p>6. Interaction with dogs belonging to users of the site.</p> <p>7. Bee stings</p> | <p>SLM staff will check with teachers if any students have respiratory problems. If so, these students may need to sit near the door/window. On days of high temperature the fire may not be lit.</p> <p>Vaucluse House has a dog control policy in line with the Companion Animals Act 1998 including the exclusion of dogs from areas where young students will be playing during their visit.</p> <p>Vaucluse House keeps passive native bees in the Kitchen Garden, which is visited by school groups. The hives are fenced off to restrict access. While an EpiPen and EpiPen Junior are kept with the First Aid kit in the verandah office in case of allergic reaction in a rare case of stinging, it is the responsibility of schools to provide EpiPens for their students.</p> |

8. Ongoing heritage maintenance work.

If a risk is identified the areas are closed off, fenced, and signed; all workers will have been inducted into the public nature of the site, contractors made aware that students are on site each morning and teachers will be informed each day of any ongoing work and areas to avoid. School groups are required to adhere to safety barriers and signs and keep a safe distance from work sites and machinery.

9. Fall risk from windows.

During summer, windows remain open on the upper floors of the main house. Teachers must assist SLM staff in ensuring that students are kept clear of open windows at all times, i.e. no leaning out the window.

10. Other incidents.

Vaucluse House does its best to ensure that all equipment is safe for the children to use and that the site itself is safe for visitors. However, unforeseen situations can arise. Museum staff will issue instructions for the children's safety and try to ensure that these are followed. Assistance from teachers and accompanying adults in the supervision of the students is greatly appreciated.

During an emergency, school groups must comply with instructions from the Chief Warden and/or property staff.

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| Pickled, Potted and Preserved | Stages 4-5 Food and Technology. | | Covered in "Common to all Programs". | As above. |
| | | | 1. Use of secateurs or scissors | Explanation of the proper use of equipment by Museum Guides before any task is undertaken. Direct supervision during task. Protective equipment supplied where appropriate. |
| | | | 2. Exposure to soil, garden beds and compost. | Advise students of the potential hazards of exposure to dirt and bacteria present in soil and garden matter. Facilitate the cleansing of hands directly after the activity and offer the use of protective equipment, such as rubber gloves. |
| | | | 3. Cleanliness and Food Hygiene. | SLM staff provide students with liquid antibacterial hand sanitiser before and after each food preparation activity. Gloves are available for students with broken skin on their hands. Personal protective equipment must be used if and when it is provided. |
| | | | 4. Food tasting | The tasting of preserves, bread and butter, and lemonade is a non-compulsory element of the program. Students and teachers can choose not to participate should it be contrary to their own health requirements. All food is prepared in accordance with hygiene standards. |
| Child's Play | Stages 1 HSIE | | Covered in "Common to all Programs". | As above. The Child's Play handbook provided to teachers at the time of booking denotes safe routes around the grounds. Students and teachers are briefed on the proper and safe use of the 19th century style games equipment. |

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| | | | <p>1. Use of 19th century style games in a controlled play session.</p> | <p>Teachers and accompanying adults are to co-ordinate and supervise controlled play of games after the briefing by Museum staff. All games equipment is checked regularly to comply with safety standards.</p> <p>Special care is to be taken with the supervision of croquet: a teacher should always be present and must ensure that students do not raise the mallet above their knee when playing a shot.</p> <p>A tug-of-war rope is provided. This game must be played as a whole-group activity with all teachers present actively supervising its set-up, start and conclusion. Set-up: teachers divide the group equally between each end and place a safety cone level with the centre of the rope. Start: students should only start pulling after set-up is complete. Conclusion: teachers should instruct students to stop pulling as soon as the central ribbon moves away from the cone.</p> |
| <p>General Tour</p> | <p>As appropriate.</p> | | <p>Covered in "Common to all Programs".</p> | <p>As above.</p> |

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| How does your Garden Grow? | Stage 1 HSIE, Science & Technology, PDHPE | | <p>Covered in “Common to all Programs”</p> <p>2. Kitchen Garden tour - exposure to soil, garden beds and compost</p> <p>3. Planting activity</p> <p>4. Use of 19th century style games in a controlled play session</p> | <p>Advise students of the potential hazards of exposure to dirt and bacteria present in soil and garden matter. Facilitate the cleansing of hands directly after the activity and offer the use of protective equipment, such as rubber gloves.</p> <p>Protective gardening gloves are provided before students engage in the seed planting activity. Guides provide instruction on correct amount and usage of soil, and oversee the activity. It is the responsibility of teachers to ensure that students wash their hands after visiting the kitchen garden, especially before eating.</p> <p>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 controlled play of games after the briefing by Museum staff. All games equipment is checked regularly to comply with safety standards.</p> <p>Special care is to be taken with the supervision of croquet: a teacher should always be present and must ensure that students do not raise the mallet above their knee when playing a shot.</p> <p>A tug-of-war rope is provided. This game must be played as a whole-group activity with all teachers present actively supervising its set-up, start and conclusion. Set-up: teachers divide the group equally between each end and place a safety cone level with the centre of the rope. Start: students should only start pulling after set-up is complete. Conclusion: teachers should instruct students to stop pulling as soon as the central ribbon moves away from the cone.</p> |
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| Equipment | |
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| Childsplay - | Games equipment including croquet mallets, balls and hoops. Skittle pins and balls. Tug-of-War rope. Quoits hoops and bases, cup and ball, skipping ropes with wooden handles. Some students will be chosen to dress up in 19th century style children's clothing. Kitchen activities include sweeping, sorting beans, grinding herbs (cinnamon, cardamom and cloves) , handling lavender and rosemary, folding tea towels, and using cloths to polish silverware. |
| Pickled Potted and Preserved - | Food preparation equipment including lemon squeezers and mortar and pestle. Secateurs and rubber gloves as required. Hand washing materials. Food as required for the making and tasting activities, including lemons, salt, sugar, spices, cream, bread, lillipilli jam, macadamia nut butter. |
| How Does Your Garden Grow? | Games equipment including croquet mallets, balls and hoops. Skittle pins and balls. Tug-of-War rope. Quoits hoops and bases, cup and ball, skipping ropes with wooden handles. Planting activity – dried beans/seeds, potting mix, gloves provided. Hand washing materials. |
| <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> | |
| Yes <input checked="" type="checkbox"/> | |

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| Other Requirements | Sunscreen and hats are advised. Sturdy walking shoes are also advised for all visitors. Wet weather gear is advised for all programs particularly umbrellas for <i>Pickled Potted and Preserved</i> and <i>How Does Your Garden Grow?</i> as an extensive garden walk is part of the programs. The property has only one small wet weather space for Childsplay students to use when they are not in the House. |
| | Provision of water bottles and food for the whole visit as there is no provision for students to purchase food and drink on site or nearby |
| | Some areas of the museum are accessible by wheelchair but others are not. There are no lifts or escalators in the Museum. |

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| Supervision/ services | <p>Upon booking, confirmation details are sent out with instructions to help the Teacher with the planning of the visit. For Childsplay, a booklet is sent out with all the details of the program and the level of supervision and responsibility of the teachers for the days activities, this booklet also contains safety information and suggested materials and equipment the students will require for their visit. It includes a site map and a timeline for the day with explanation of activities and should be brought by the Teacher to Vaucluse House on the day of the excursion.</p> |
| | <p>Curriculum Program Deliverers are allocated to your school program and will undertake guided tours of the house with your students. Schools bringing groups larger than 30 children for Child’s Play and How Does Your Garden Grow? will be split into 2 equal groups with each group getting a 1.5hr tour led by SLM staff and a 1.5hr teacher-led visit to garden and grounds. Groups larger than 60 will be split into 3 equal groups, with each group getting a 1.5hr tour led by SLM staff and a 1.5hr teacher-led visit to garden and grounds.</p> <p>Vaucluse House has First Aid kits available for the use of schools during their visit. Vaucluse House also has a designated First Aid room. Some guides have first aid accreditation. Vaucluse House cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.</p> |
| Services to assist K-6 ASD (Autism Spectrum Disorder) students | <p>The Programs Team of Sydney Living Museums is proud to provide an online “Excursion Introduction” to assist teachers of ASD students prepare for their visit to Vaucluse House. Each story is specifically related to our K-6 programs. These can be viewed online or printed off. Click here www.sydneylivingmuseums.com.au/education/learning-resources to view the Integrated Classroom Excursion Introductions.</p> |

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| Access | <i>Are access to and egress from the premises safe and without risk to health?</i> | Yes XI |
| | <i>Is the venue wheelchair accessible?</i> | Yes XI |
| | <i>Are disabled toilets available?</i> | Yes XI |
| Emergencies | <i>Are emergency procedures in place in the venue?</i> | Yes XI |
| | <i>Are staff trained to deal with emergency situations?</i> | Yes XI |
| Construction/ Maintenance/ Repair | <i>Are licensed personnel used for all construction, maintenance and repair work?</i> | Yes XI |
| Access | <i>Are first aid kits available for each activity?</i> | Yes XI |
| | <i>Is there a trained first aid officer at the venue?</i> | Yes XI |
| | <i>Is a first aid room available?</i> | Yes XI |
| 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> | Yes XI |
| | <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i> | NSW Police |
| | <i>If your organisation is registered with an Approved Screening Agency in NSW have all paid staff undergone employment screening?</i> | Yes XI |
| | <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i> | Yes XI |
| | <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i> | No XI |

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