

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Powerhouse Museum		
Location	500 Harris Street, ULTIMO, NSW 2007		
Phone number	02 9217 0222	Fax number	02 9217 0622
Web address	www.powerhousemuseum.com		
Insurance	Does the venue have public liability cover? Yes		

Activity/ program/ venue <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>For this activity/program</i>	Potential Risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival & departure	All ages	Teachers	<p>Late arrival</p> <p>Transport</p> <p>Trips and falls</p> <p>Lost students</p> <p>Access</p>	<p>Schools should plan to arrive 15 minutes before their allocated session start time. If a special tour or program is booked lost time cannot normally be made up for late schools. If you are delayed please contact the Museum bookings office on (02) 9217 0222.</p> <p>Teachers and accompanying adults should supervise students while crossing roads and hopping on and off buses.</p> <p>Enter the Museum through the entrance at Harris Street. Students should be reminded to keep near hand rails while walking down any stairs. In wet weather remind students of any slippery surface at the Museum forecourt.</p> <p>Please make sure every student is accounted for before proceeding.</p> <p>Stroller, wheelchair and ramp access is via the main entrance on level 3. Advanced booking is required for disabled van parking at the Museum car park – 2 days notice required.</p>

Cloaking	All ages	Trained staff	Lost property	Bags cannot be taken into the Museum. As cloaking facilities are limited, make sure your group brings only lunches and small bags. Ensure hats and other loose items are stored in bags. The Museum takes all care but no responsibility for student belongings left in the cloaking bins and it is recommended valuables are not brought on the excursion. Report any lost property to staff at the reception desk or Museum security.
Student behaviour during the visit	All ages	Teachers, accompanying adults & trained museum staff	<p>Injuries caused by trips and falls, climbing over safety barriers, touching electrical equipment, sharp objects or heavy objects</p> <p>Lost students</p> <p>Teacher free entry</p>	<p>Before the visit, teachers must go through the ‘Guidelines for student groups’ with the students and accompanying adults. Make sure every teacher and accompanying adult has a copy of the rules.</p> <p>Students should be reminded:</p> <ul style="list-style-type: none"> - not to run - to keep near handrails and take care while using stairs, escalators or ramp (the lift is for disabled access only) - to remain behind safety barriers and yellow lines - not to enter areas marked as no access - not to touch any objects or electrical equipment <p>On arrival your group will be briefed about the exhibition areas and assisted with any other details.</p> <p>Teachers should keep students adequately supervised at all times and take head counts at regular intervals.</p> <p>Teachers are encouraged to visit the Museum prior to the school visit to familiarize themselves with the facilities. Present one of the following as proof of professional status:</p> <ul style="list-style-type: none"> • School staff ID card • NSW Institute of Teachers Accreditation Card • Union Membership Card – such as NSW Teachers Federation or Independent Education Union of Australia • Letter signed by the principal on a school letterhead stating professional status <p>Please note there may be a fee for entry into special exhibitions.</p>
Lace Study Centre Thinkspace	All ages	Teachers and trained Museum staff	<p>Trips and falls</p> <p>Injuries caused by</p>	<p>Students must observe the instructions of the Museum staff member while undertaking activities in any of the Museum facilities.</p> <p>Should any safety concerns be identified in relation to the activity the teacher will be advised of these at the time of booking.</p>

			the inappropriate use of equipment	
Lunch & break facilities	All ages	Teachers and accompanying adults	Road accidents	It is recommended that food breaks are taken in the courtyard on level one. If your group is to have a break before entering the Museum on the forecourt student supervision is essential due to the large amount of traffic on Harris Street.
			Trips and falls	Students should avoid running in the forecourt and courtyard as surfaces may be uneven or wet.
			Injuries caused by climbing over safety barriers, touching electrical equipment, sharp objects	Students must not enter into areas that are clearly marked as no access. Teachers and accompanying adults must supervise students at all times.
			Wet weather	Alternative arrangements will be advised should the weather be inclement.
Cog's Playground Level 1 courtyard	Under 12s	Teachers and accompanying adults	Trips and falls	The Playground area is paved with soft-fall rubber floor surface materials to minimize possible injuries resulted from trips and falls. However, students should be reminded to avoid running inside the area, exercise caution and be aware of younger children under 8s while using the Playground equipment. Teachers must supervise students at all times.

Equipment	
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Interactives in exhibitions	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>
Computers and other digital learning technologies in Thinkspace	
	Yes

Other Requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue.</i>	

Supervision/ services <i>List services provided by venue staff including briefings, guided tours, supervision of activities, etc.</i>	<p>All groups will be briefed by trained Museum staff and volunteers at the commencement of the visit. Museum staff are available in the exhibitions to assist with directions and queries. Museum staff supervise facilities such as the Thinkspace with teachers present.</p> <p>Teachers should maintain direct supervision of their students at all times during their visit to the Powerhouse Museum. Every adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museum.</p>
Access	<p><i>Are access to and egress from the premises safe and without risk to health?</i> Yes</p> <p><i>Is the venue wheelchair accessible?</i> Yes</p> <p><i>Are disabled toilets available?</i> Yes</p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes</p> <p><i>Are staff trained to deal with emergency situations?</i> Yes</p>
Construction/ Maintenance/ Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes</p>
First Aid	<p><i>Are first aid kits available for each activity?</i> Yes</p> <p><i>Is there a trained first aid officer at the venue?</i> Yes</p> <p><i>Is a first aid room available?</i> Yes</p>
Child-related employment	<p><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</p> <p><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 Commission for Children and Young People</p> <p><i>If your organisation is registered with an Approved Screening Agency in NSW have all paid staff undergone employment screening?</i> Yes</p> <p><i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i> Yes</p>

Updated: 21.11.11