

Venue and safety information for school excursions

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Work Health and Safety Directorate

Venue Name	The Rocks Discovery Museum		
Location	2-8 Kendall Lane, The Rocks NSW 2000		
Contact Details	Telephone: 02 9240 8680	Email: therocksdiscoverymuseum@property.nsw.gov.au	Fax: none
Web Address	http://rocksdiscoverymuseum.com		
Insurance	Does the venue have public liability cover?	Yes 🛛 No 🗌	

Activity / Program Please list	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence For this activity/program	Potential hazards that may exist at the venue or as part of the activity / program i.e. situation or thing that has potential to cause harm such as equipment, environment (e.g. large trees with falling branches, trip hazards) materials, etc.	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Self-guided museum visits. Guided Tours. Sydney Learning Adventures programs.	No prerequisite skills or levels of fitness required.	Staff are given internal accreditation after induction training which includes: OH&S, evacuation procedures, Child Safe and Child Friendly policies, procedures and registration.	Potential accidents e.g. abrasions, cuts, slips, trips or spills. Fire or disaster.	Precinct Rangers hold senior first aid certificates. All activities in daylight hours. Phone in Museum. Emergency response plan in place. Venue has fire extinguishers, sprinklers and staff trained in evacuation and emergency procedures.
Equipment Is any equipment, including personal protective equipment, to be provided for use during the activities/programs. Tactile collections of artefacts and toys Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?				

Other requirements 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		
Supervision / services List services provided by venue including briefings, guided tours, supervision of activities etc	Self-guided groups - teacher has duty of care. Museum host at front desk.	
Access	Is access to and egress from the premises safe and without risk to health? Yes No Is the venue wheelchair accessible? Yes No Are disabled toilets available? Yes No	
Emergencies	Are emergency procedures in place in the venue? Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?	Yes ⊠ No □ Yes ⊠ No □
Construction / Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes 🛛 No 🗌	

First Aid / Medical Emergencies	Are first aid kits available at the venue for each activity? Yes No Where are the first aid kits located? The Rocks Discovery Museum front office Is there a trained first aid officer at the venue? Yes No How can this person be contacted if needed? Place Management NSW Rangers are first aid trained. Rangers are not based at the Rocks Discovery Museum but are located within the Rocks precinct and are contacted immediately if first aid is required as per organisational procedures. The Rocks Discovery Museum staff will contact the Rangers directly. Is a first aid room available at the venue? Yes No Is a first aid room located? There is no designated first aid room. If a medical emergency occurs, what is the venue's procedure? Yes No Guides and hosts inform Place Management NSW rangers who are available 24 hours a day, 7 days a week. The rangers will then contact emergency services. How can emergency service vehicles and personnel access the venue? Yes No Services If a medical evacuation is required what is the process? Place Management NSW Rangers will coordinate this process with emergency services. Is the Emergency + smartphone app available to personnel at the venue? Yes No Set aff are not issued with mobile phones What is the distance to the nearest hospital or other medical facility? Yes No Set aff are not issued with mobile phones
	carry 2-way radios.
Potential tree zones	There are several large trees around The Rocks precinct but not directly outside the Rocks Discovery Museum. Trees are maintained by qualified horticulturalists and arborists.
Other factors that may be relevant to risk management	N/A

Child-related employment If unsure about the status of your	Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?
organisation or these legislative	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?
requirements, contact should be made	Service NSW
with the Employment Screening Unit of the	If your organisation is registered with an Approved Screening Agency in NSW, have all employees and others undertaking work (including volunteers)
NSW Department of Education and	undergone employment screening?
Communities on (02) 9836 9200.	Yes 🛛 No 🗌
	Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes 🛛 No 🗌

Please note that the information provided above was current as at the date above. It has been provided by the venue to schools in their risk management planning for excursions. If further information is required please contact the venue directly. If this information changes, the venue will advise the NSW Department of Education and Communities and provide an update.