

## Venue and safety information for school excursions

Work Health and Safety Directorate



Venue Name	Sydney Learning Adventures (SLA), Place Management NSW – Department of Planning Industry & Environment			
Location	<ol> <li>The Rocks Discovery Museum, 2 – 8 Kendall Lane, The Rocks NSW 2000</li> <li>The Big Dig Archaeology Education Centre, 110 Cumberland Street, The Rocks NSW 2000</li> <li>Chinese Garden of Friendship, Pier Street, Darling Harbour NSW 2000</li> <li>Chinatown, Dixon Street, Sydney 2000</li> </ol>			
Contact Details	<b>Telephone:</b> 02 9240 8552	Email: tours@property.nsw.gov.au		
Web Address	www.sydneylearningadventures.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
Little Diggers	Years 1 – 2	Staff are given internal	Road crossings.	SLA road crossing policy and group management checklist strictly adhered to. Staff to student ratio equals 2:30 (including guide and accompanying teacher). Precinct security, Rangers hold senior first aid certificates. All activities in daylight hours. All guides carry mobile phones.
Dirt Detectives	Years 3 – 4	accreditation after induction training which includes: Safety and Evacuation, Child Safe and	Potentially dangerous strangers.	
Pieces of the Past	Years 5 – 6		Potential accidents (e.g,abrasions and cuts).	
Gadigal Mudjin	Years 1 - 2			
Ngara	Years 3 - 6	Child Friendly Policies,		

Double Dragons	Years 3 - 6		Complaints Procedures and registration	Fire or dis	aster	Emergency response plan in place. Venue has fire alarm, extinguishers and staff trained in evacuation	
Cesspits and Old Rubbish	Years 7 – 8					procedure.	
Shopfront to Western Front	Years 9 - 10						
Groundwork	Years 11 - 12						
Groundwork Extended	Years 11 - 12						
Giba-Nura	Years 7 - 8						
Mana-Nura	Years 9 - 10						
Silk Road to Gold Tracks	Years 7 - 12						
	Fitness level – prerequisite sk necessary						
Equipment List any equipment, inc	Equipment List any equipment, including personal protective equipment, to be provided for use during the activities/programs.						
floor mats (Archaeolog	Image books, Archaeological artefacts, digging tools, magnifying glasses (plastic) & foam floor mats (Archaeology Programs), tacticle collections of artefacts (Gadigal Mudgin, Ngara, Giba-Nura, Mana-Nura and Silk Road to Gold Tracks.  Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?  Yes No						
Other requirements			or walking,	sunscreen, wet weather protection	(raincoat/umbrella)		
			groups accompanied by a trained SLA guide for duration of programme. Activities include site tours, interpretation of built environment, simple guided atrical improvisations and supervision of worksheet activities.				
activities etc		Ratio - 2:3	0 (including accompanying tea	icher)			
		Accompan	ying teacher holds responsibilit	ty for duty o	f care.		
Access		Is the venu	o and egress from the premise le wheelchair accessible? ed toilets available?	es safe and t	without risk to health?	Yes No No Yes No No X	

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 Procedures No Procedures in place in the venue?  Yes No Procedures No Procedures in place in the venue?		
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?  Where are the first aid kits located? At the Big Dig Education Centre, The Rocks Discovery Museum front office and Sydney Learning Adventures 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 and some staff at Sydney Learning Adventures. Rangers are not based at the Big Dig Education Centres but are located within the Rocks precinct and are contacted immediately if first aid is required as per organisational procedures. The Rocks Discovery Museum and Sydney Learning Adventures staff will contact the Rangers directly.  Is a first aid room available at the venue?  Where is the first aid room located? There is no designated first aid room  If a medical emergency occurs, what is the venue's procedure?  Guides and Interpretation Officers 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? In front of Sydney Harbour YHA, 110 Cumberland Street (Archaeology Programs)  Via Argyle St to access Kendall Lane, The Rocks (Aboriginal Programs)  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 Wat is the distance to the nearest hospital or other medical facility?  Sydney Hospital, Macquarie Street is 1.5km from the venue. Sydney Hospital has an emergency department.  What communication system is to be used if there is no mobile phone reception? Sydney Learning Adventures and The Rocks Discovery Museum landlines and email. Rangers also carry 2-way radios.		
Potential tree zones	There are several large trees around The Rocks precinct. Trees are maintained by qualified horticulturalists and arborists.		

Other factors that may be relevant to risk management	As this is an outdoor programme, it is recommended that students wear comfortable walking shoes as well as sunscreen and hats. Wet weather gear will be necessary on rainy days as the programs will run regardless.
Child-related employment If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Communities on (02) 9836 9200.	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?  If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? Service NSW  If your organisation is registered with an Approved Screening Agency in NSW, have all employees and others undertaking work (including volunteers) undergone employment screening?  Yes \omega No    Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?  Yes \omega No  \text{  Yes \omega No \q

Please note that the information provided above was current as at May 2016. 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.