



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue Name	Sydney Learning Adventures (SLA), Property NSW		
Location	<ol style="list-style-type: none"> 1. The Rocks Discovery Museum, 2 – 8 Kendall Lane, The Rocks NSW 2000 2. The Big Dig Archaeology Education Centre, 110 Cumberland Street, The Rocks NSW 2000 3. Chinese Garden of Friendship, Pier Street, Darling Harbour NSW 2000 4. Chinatown, Dixon Street, Sydney 2000 		
Contact Details	Telephone: 02 9240 8552	Email: tours@shfa.nsw.gov.au	
Web Address	www.shfa.nsw.gov.au/sla		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity / Program <i>Please list</i>	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence <i>For this activity/program</i>	Potential hazards that may exist at the venue or as part of the activity / program <i>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.</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Little Diggers	Years 1 – 2	Staff are given internal accreditation after induction training which includes: Safety and Evacuation, Child Safe and Child Friendly Policies, Complaints Procedures	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. Emergency response plan in place.
Dirt Detectives	Years 3 – 4		Potentially dangerous strangers.	
Pieces of the Past	Years 5 – 6		Potential accidents (e.g. abrasions and cuts).	
Ngara	Years 1 - 6		Fire or disaster	
Chinese Whispers	Years 3 - 6			

Cesspits and Old Rubbish	Years 7 – 8	and registration	Venue has fire alarm, extinguishers and staff trained in evacuation procedure.
Shopfront to Western Front	Years 9 - 10		
Groundwork	Years 11 - 12		
Giba-Nura	Years 7 - 12		
Groundwork Extended	Years 11 - 12		
	Fitness level – low. No prerequisite skills necessary		

Equipment
List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Image books, Archaeological artefacts, digging tools, magnifying glasses (plastic) & foam floor mats (Archaeology Programs), tactile collections of artefacts (Ngara and Giba-Nura),	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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	Required: comfortable footwear suitable for walking, sunscreen, wet weather protection (raincoat/umbrella)
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Supervision / services List services provided by venue including briefings, guided tours, supervision of activities etc	All groups accompanied by a trained SLA guide for duration of programme. Activities include site tours, interpretation of built environment, simple guided theatrical improvisations and supervision of worksheet activities. Ratio – 2:30 (including accompanying teacher) Accompanying teacher holds responsibility for duty of care.
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Access	<p>Is access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Are disabled toilets available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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Emergencies	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Construction / Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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<p>First Aid / Medical Emergencies</p>	<p>Are first aid kits available at the venue for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Where are the first aid kits located? At the Big Dig Education Centre, The Rocks Discovery Museum front office and Sydney Learning Adventures office</p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> How can this person be contacted if needed? Sydney Harbour Foreshore Authority 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.</p> <p>Is a first aid room available at the venue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Where is the first aid room located? There is no designated first aid room</p> <p>If a medical emergency occurs, what is the venue's procedure? Guides and hosts inform Sydney Harbour Foreshore Authority rangers who are available 24 hours a day, 7 days a week. The rangers will then contact emergency services.</p> <p>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)</p> <p>If a medical evacuation is required what is the process? Sydney Harbour Foreshore Authority Rangers will coordinate this process with emergency services.</p> <p>Is the Emergency + smartphone app available to personnel at the venue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>What 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.</p> <p>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.</p>
<p>Potential tree zones</p>	<p>There are several large trees around The Rocks precinct. Trees are maintained by qualified horticulturalists and arborists.</p>
<p>Other factors that may be relevant to risk management</p>	<p>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.</p>

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? Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?

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 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 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.