

Occupational Health and Safety Risk Management Plan

Venue Name: Sydney Jewish Museum

Location: 148 Darlinghurst Road, Darlinghurst, NSW, Australia, 2010

Phone number: (02) 93607999

Fax number: (02) 93314245

Web address: www.sydneyjewishmuseum.com.au

Insurance: Does the venue have public liability cover? **Yes**

Health and Safety Information for Teachers and students:

Efforts have been made to identify and minimise risks. It is important teachers/ group leaders inform students of the kind of behaviour expected of them at the museum, both for their own safety, and the benefit of other visitors.

- Do not eat or drink in the museum.
- Talk and discuss, but please do so quietly.
- Pupils are the responsibility of teachers/group leaders at all times. Do not wander without adult supervision.
- Walk, don't run.
- Listen carefully to instructions given by teachers, guides and museum staff
- No writing material to be used on museum floor.
- Be respectful of other visitors

Hazard/ Risk Identification (type/cause)	Risk Rating	Risk Management Plan - Elimination or Control Measures	Additional measures required from school
Danger from traffic	Low	Museum is on the corner of Burton and Darlinghurst Streets. School staff are responsible for the safety of children outside the museum premises.	Group leaders and teachers to supervise students at all times and observe road safety regulations. Students to walk slowly and to cross roads with adult supervision. Students must be supervised by adults at the recommended ratios.
Special needs/requirements	Low	The museum is accessible to wheelchairs and groups with special needs/ requirements, but SJM must know specific needs, and numbers of wheelchair users in advance.	The school must inform the museum in advance of any special needs/requirements of individual students, and must bring the correct ratio of adults to students, to care for the specific needs of those children in the museum where necessary.
Trips, slips or falls hazards	Low	All pathways and exhibition areas are well-maintained and free of obstacles. All equipment at the venue is maintained in accordance with OHS Regulation and appropriate standards.	To ensure effective supervision during the excursion, teachers accompany school group for entirety of program. It is preferable for students to leave bags on the bus or at school.
Fire or security evacuation	Low	There is trained security onsite during opening hours. SJM staff and educators are aware of fire and security protocols and will inform students and teachers of necessary measures. There are fire wardens onsite.	Teachers accompany school group for entirety of program. Teachers and leader to keep children calm and follow instructions from staff.

Medical Emergencies: Students or staff members may encounter medical emergencies, such as allergies, asthma attacks or fainting,	Low	There are First aid trained staff and equipment available onsite. SJM has contacts of school administration and emergency services, if required.	School to collect medical and emergency contact information from all participants prior to the excursion. Teachers accompany school group for entirety of program.
No parental supervision	Moderate	All volunteers and staff have completed a Working with Children Check. SJM hold a responsibility to the safety of students onsite and comply with the guidelines of the Office of Children's Guardians.	Teachers accompany school group for entirety of program.
Emotional distress: some students may experience emotional distress when exposed to sensitive topics or Holocaust-related exhibits.	Moderate	Education staff provide warnings about emotional triggers and discuss difficult issues with due sensitivity. Students are given opportunities to reflect and debrief after particularly intense sections of the programs. Volunteers have been trained to sensitively discuss difficult topics and content.	Teacher pre-preparation of students to set expectations and supervision whilst on site required. SJM encourages the school coordinator to provide support mechanisms, such as a designated staff member or counsellor, to address any emotional concerns or questions during the excursion. Teachers accompany school group for entirety of program to ensure constant monitoring and support.

Compiled by Kaitlin Sim, Operations Manager, July 2023