

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Jewish Museum			
Location	148 Darlinghurst Road, Darlinghurst			
Phone number	(02) 9360 7999	Fax number	(02) 9331 4245	
Web address	www.sydneyjewishmuseum.com.au			
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 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>
Guided or self-guided tours of Judaica and Australian Jewish history section of the Museum (ground floor)	Years 4-12	Volunteers are fully trained and have completed an intense, 6 month in-house guiding and presenting course. Staff generally have a teaching or history background.	Journey accidents. Slip/trip on steps, floor etc.	Bus set-down in close proximity to museum entrance. Handrails provided. Non-slip strips on steps. Cleaning/maintenance outside of visiting hours or area barricaded. Teacher preparation of students and on site supervision required. First aid room available.

Please note that the information provided above was current as at 13 March 2018. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

Guided or self-guided tours on Holocaust exhibits	Years 7 - 12	Volunteers are fully trained and have completed an intense, 6 month in-house guiding and presenting course. Staff generally have a teaching or history background.	Journey accidents. Slip/trip on steps, floor etc. Emotional upset due to Holocaust exhibits and stories from guides.	Bus set-down in close proximity to museum entrance. Handrails provided. Non-slip strips on steps. Cleaning/maintenance outside of visiting hours or area barricaded. Teacher supervision required. First aid room available
Lectures / footage on the Holocaust	Years 7-12	Volunteers are fully trained and have completed an intense, 6 month in-house guiding and presenting course. Staff generally have a teaching or history background.	Journey accidents. Slip/trip on steps, floor etc. Emotional upset due to stories from guides.	Bus set-down in close proximity to museum entrance. Handrails provided. Non-slip strips on steps. Cleaning/maintenance outside of visiting hours or area barricaded. Teacher pre-preparation of students to set expectations and supervision whilst on site required. Education staff provide warnings about particular emotional triggers and discuss difficult issues with due sensitivity. First aid room available.

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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Storage shelves / carts provided for bag storage. It is preferable for students to leave bags at school or on bus.	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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>	Respectful clothing and closed-in footwear preferred.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Staff provide general welcome and orientation to the museum. Volunteers provide guided tours and talks but do not provide direct supervision of students.
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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First Aid	<i>Are first aid kits available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-related employment	<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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>We are registered with the Office of the Children's Guardian NSW and all staff and volunteers have completed the Working With Children Check.</i>	
	<i>If your organisation is registered with an Approved Screening Agency in NSW, Have all Education paid staff undergone employment screening?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Have all Education staff and volunteers completed a Prohibited Employment Declaration?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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