

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Learning Adventures (SLA), Sydney Harbour Foreshore Authority			
Location	1. Merchants House, 43 George St, The Rocks NSW 2000, 2. Foreshore House, 66 Harrington Street, The Rocks, NSW 2000, 3. Darling Harbour Precinct Management Centre, Level 1, 1-25 Harbour Street, Darling Harbour, NSW, 2000. 4. The Chinese Garden of Friendship, Cnr. Little Pier & Harbour Streets, Darling Harbour, NSW 2000 5. The Rocks Discovery Museum, 2-8 Kendall Lane, The Rocks, NSW, 2000			
Phone number	02 9240 8552	Fax number	02 9247 3455	
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 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>
Children stepping back in time	Years 1 - 6	SLA staff are given internal accreditation after induction training which includes: Safety and Evacuation Child Safe and Child Friendly Policies, Complaints Procedures and registration.	Road crossings. Potentially Dangerous Strangers. Potential accidents (e.g, abrasions and cuts.) Fire or disaster.	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. Venue has fire alarm, extinguishers and staff trained in evacuation procedure.
Detectives with a difference	Years 3 - 4			
Finding your feet in Sydney	Years 3 -12			
Battle for The Rocks	Years 9 -10			
Can you dig it?: the methodology of archaeology	Years 11-12			
The Rocks Discovery Museum Tour stages 2&3	Years 3 - 6			
The Rocks Discovery Museum Tour stage 4	Years 7 - 8			
HMS Discovery	Years 1 - 6			

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<p>The Rocks Dreaming</p>	<p>Years K - 12</p> <p>Fitness level - low. No prerequisite skills necessary.</p>			
<p>Digging up Sydney</p>	<p>Years 7-10</p> <p>Fitness level - low. No prerequisite skills necessary.</p>	<p>SLA staff are given internal accreditation after induction training which includes: Safety Training, Training in our Child Safe and Child Friendly Policies, Complaints Procedures and registration.</p>	<p>Road crossings. Potentially Dangerous Strangers. Potential accidents (e.g, abrasions and cuts.) Fire or disaster.</p>	<p>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. Venue has fire alarm, extinguishers and staff trained in evacuation procedure.</p>
<p>Chinese whispers Red & gold: making a multicultural Australia</p>	<p>Years 3-6 Years 7 -10 Fitness level - low. No prerequisite skills necessary.</p>	<p>SLA staff are given internal accreditation after induction training which includes: Safety Training, Training in our Child Safe and Child Friendly Policies, Complaints Procedures and registration.</p>	<p>Road crossings. Potentially Dangerous Strangers. Potential accidents (e.g, abrasions and cuts.) Fire or disaster.</p>	<p>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. Venue has fire alarm, extinguishers and staff trained in evacuation procedure.</p>

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Bangaboui:Aboriginal cultural harbour cruise	Years 1 - 10 Fitness level - low. No prerequisite skills necessary.	SLA staff are given internal accreditation after induction training which includes: Safety Training, Training in our Child Safe and Child Friendly Policies, Complaints Procedures and registration.	See Deerubbun (Tribal Warrior Association) school excursion policy. Plus, Road crossings. Potentially Dangerous Strangers. Potential accidents (e.g, abrasions and cuts.) Potential hazard when getting on and off boat. Potential on boat for fire, capsizing, collision etc are incorporated in Tribal Warrior Association policies and procedures	SLA road crossing policy and group management checklist strictly adhered to. Trained and certified crew members on boat. Emergency procedures outlined immediately after embarkation. 2 teachers, 1 Sydney Learning Adventures guide and 4 crew members per group of up to 45 students. Buoyancy vests supplied and ship has current Commercial Vessel Registration. Precinct security available whilst embarking And disembarking Rangers hold senior first aid certificates All activities in daylight hours All guides carry mobile phones
People and places: Pymont through time	Years 9 - 10 Fitness level - low. No prerequisite skills necessary.	SLA staff are given internal accreditation after induction training which includes: Safety Training, Training in our Child Safe and Child Friendly Policies, Complaints Procedures and registration.	Road crossings. Potentially Dangerous Strangers. Potential accidents (e.g, abrasions and cuts.) Fire or disaster.	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

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<p>Archaeology in The Rocks</p> <p>Please note: This program is in partnership with the Historic Houses Trust and students visit the Susannah Place Museum. Risk documentation can be obtained from the following website:</p> <p>http://www.hht.net.au/__data/page/3191/School_RA_Susannah_Place_Museum2.pdf</p>	<p>Fitness level - low. No prerequisite skills necessary.</p>	<p>SLA staff are given internal accreditation after induction training which includes: Safety Training, Training in our Child Safe and Child Friendly Policies, Complaints Procedures and registration.</p>	<p>Road crossings. Potentially Dangerous Strangers. Potential accidents (e.g, abrasions and cuts.) Fire or disaster.</p>	<p>SLA road crossing policy and group management plan 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. Venue has fire alarm, extinguishers and staff trained in evacuation procedure.</p>
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Equipment	
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
All programs	Image books
Digging up Sydney, Can you dig it? Archaeology in The Rocks	Archaeological artefacts & cotton gloves
Children stepping back in Time-	Replica Victorian toy collection
The Rocks Discovery Museum tours	Tactile collections of artefacts
HMS Discovery	Wooden trolleys, boxes and bags simulating cargo , small ropes
	<p><i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

Other requirements	
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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)

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All groups accompanied by a trained SLA guide for duration of programme. Activities include site tours, interpretation of built environment, presenting documentary videos, power point presentations, simple guided theatrical improvisations, supervision of worksheet activities, supervision of inside games with replica Victorian toy collection, supervision of drawing and painting activity. Ratio - 2:30 (including accompanying teacher) except Bangaboui Aboriginal cultural cruises which have 1 guide per cruise and crew as well as accompanying teacher. Accompanying teacher holds responsibility for duty of care.

Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Are disabled toilets available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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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First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Child-related employment	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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commission for Children and Young People		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 Training on (02) 9836 9200."			

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