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 ☒ No ☐		

Activity/program *Please list*	**Recommended age group/fitness level/ prerequisite skills**	**Staff accreditation/ competence** *for this activity/program*	**Potential risks** *List hazards/risks related to each activity/program and the venue*	**Control Strategies** *Outline strategies for ensuring visitor safety for this potential risk*
Guided or self-guided tours of Judaica and Australian Jewish history section of the Museum (ground floor)	Years 4-12	Volunteers have attended a 6 month in-house training program. Staff generally have a teaching or history background.	Journey accidents. Slip/trip on steps, floor etc.	Bus set-down around corner from museum entrance. Handrails provided. Non-slip strips provided on steps. Cleaning/maintenance outside of visiting hours or area barricaded. Teacher preparation of students and on site supervision required. First aid room available.
Guided or self-guided tours on holocaust exhibits	Years 7 - 12	Volunteers are mainly holocaust survivors with personal experience and/or have attended a 6 month in-house	Journey accidents. Slip/trip on steps, floor etc. Emotional upset due to Holocaust exhibits	Bus set-down around corner from museum entrance. Handrails provided. Non-slip strips provided on steps.

Please note that the information provided above was current as at <insert date>. 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.

		training program.	and stories from guides.	Cleaning/maintenance outside of visiting hours or area barricaded. Teacher supervision required. First aid room available
.Lectures/films on holocaust	Years 7-12	Volunteers are mainly holocaust survivors with personal experience and/or have attended a 6 month in-house training program.	Journey accidents. Slip/trip on steps, floor etc. Emotional upset due to stories from guides.	Bus set-down around corner from museum entrance. Handrails provided. Non-slip strips provided on steps. Cleaning/maintenance outside of visiting hours or area barricaded. Teacher pre-ppreparation of students and supervision whilst on site required. First aid room available.

Please note that the information provided above was current as at <insert date>. 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.

Equipment *List any equipment, including personal protective equipment, to be provided for use during the activities/programs.*	
Writing tablets provided for completion of worksheets.	
Storage shelves provided for bag storage.	
	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes ☒ No ☐

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*	Respectful clothing and closed-in footwear preferred.

Supervision/services *List services provided by venue staff including briefings, guided tours, supervision of activities etc*	Staff provide general welcome and orientation to the museum.
	Volunteers provide some guided tours and talks about their experiences but do not provide supervision of students.

Access	*Are access to and egress from the premises safe and without risk to health?* Yes ☒ No ☐ *Is the venue wheelchair accessible?* Yes ☒ No ☐ *Are disabled toilets available?* Yes ☒ No ☐

Emergencies	*Are emergency procedures in place in the venue?* Yes ☒ No ☐ *Are staff trained to deal with emergency situations?* Yes ☒ No ☐

Construction/ Maintenance/ Repair	*Are licensed personnel used for all construction, maintenance and repair work?* Yes ☒ No ☐

Please note that the information provided above was current as at <insert date>. 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.

First Aid	*Are first aid kits available for each activity?*	Yes ☒ No ☐
	Is there a trained first aid officer at the venue?	Yes ☒ No ☐
	Is a first aid room available?	Yes ☒ No ☐

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 ☐ No ☒
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? Staff and volunteers do not work with children in an unsupervised manner.	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes ☐ No ☒
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration*?*	Yes ☐ No ☒
	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."	

Please note that the information provided above was current as at <insert date>. 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.