

VENUE AND SAFETY INFORMATION FOR EDUCATION VISITS



Venue name	Orange Regional Museum		
Location	151 Byng Street, Orange, 2800		
Phone number	(02) 6393 8444	Fax number	n/a
Web address	www.orangemuseum.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/ participants at all times.
- Council staff may guide the activity; however, total supervision remains the sole responsibility of the school/organisation.
- It is also the responsibility of the visiting organisation to ensure that the visit is endorsed and covered by the school's/ organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.
- It is a requirement to have 1 teacher (or supervisor) for every 10 students.

Pre visit

- Teachers/ organisers must review the Venue and Safety Information which includes a venue risk Assessment and control plan
- All participants must be informed of relevant control measures and behavioral requirements.

Upon Arrival

- Teachers/ organisers will be greeted by Museum staff and given an overview of the venue
- Safety instructions will be provided to teachers and students prior to workshop activities

Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	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>
Self-guided visit of Museum gallery	Primary school age and above	Trained staff and volunteers. Museum to have at least one first aid accredited staff member available at all times	Trips and falls on concrete floor, injury from contact with museum objects and gallery displays	Teacher/organiser review of Risk Assessment. Staff training and supervision.
Tour of Museum exhibition	Primary school age and above	Trained staff and volunteers. Museum to have at least one first aid accredited staff member available at all times	Trips and falls on concrete floor, injury from contact with museum objects and gallery displays	Teacher/organiser review of Risk Assessment. Staff training and supervision.
Museum hands-on workshops	Primary school age and above	Trained staff and volunteers. Museum to have at least one first aid accredited staff member available at all times	Trips and falls on concrete floor, injury from contact with museum objects and gallery displays, sunburn from external activities	Teacher/organiser review of Risk Assessment. Staff training and supervision.
Use of Museum roof for lunch breaks	Primary school age and above	Use of museum roof will not be supervised by museum staff. Teachers must ensure students are supervised at all times	Trips and falls, injury from rolling down slope, Sunburn/ heat exhaustion	Teacher/organiser review of Risk Assessment. Teachers to ensure children have hats and are supervised at all times. We do not recommend you allow children to roll down the slope.

Equipment

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

Museum objects PPE for object handling – cotton gloves	Pencils, clip boards, worksheets
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Is all equipment at the venue maintained in accordance with the WHS Act/ Regulations and appropriate standards? Yes No

Other requirements <i>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>	Sunscreen and hats to be provided by participants (for relevant workshops)
	Covered shoes to be provided by participants

Supervision/services
List services provided by venue staff including briefings, guided tours, supervision of activities etc.

Exhibition tour
Museum education workshop
Additional assistance as required

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

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	<i>Are employees of our 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? If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>	Yes NSW Commissioner for Children & Young People
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>	Yes All staff working with school aged children have complete a working with children check through the Office of the Children’s guardian.

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity	Education Programs at Orange Regional Museum
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Hazard/ Risk Identification (Type/ Cause)	Probability/ Consequence			Current Controls	Risk Management Plan Elimination or Control Measures		
	Likelihood.	Consequence	Rating		Action Summary – Immediate/ Interim Control	Who	When
Trips and falls on steps and external areas including museum roof	Likely	Minor	4	Teacher supervision. Maintenance of venue.	No running in museum or external areas of venue First aid if required Ensure children are supervised while using the museum roof. We do not recommend you all children to roll down the slope.	Museum Staff	Pre visit info and on arrival
Sunburn/ heat exhaustion	Unlikely	Moderate	4	Hat, sunscreen supplied by school/ organize. Only one workshop occurs outside - 30 mins maximum. Hats and sunscreen recommended for use of Museum roof.	Workshop sessions kept to 30mins. Teachers to supervise children when using museum roof.	Museum Staff	During workshop. During breaks/ use of museum roof
General injury e.g. cuts	Likely	Negligible	5	Staff supervision and signage. Use of children safe craft equipment – children’s scissors etc.	First aid if required	Museum Staff	When required
Injury from trapped fingers in sliding doors	Unlikely	Moderate	4	Stoppers installed in all sliding doors. Staff supervision and signage	First aid if required	Museum Staff	When required

Trips and falls on concrete floor	Likely	Moderate	4	Lighting in place, staff supervision and first aid on site	First aid if required	Museum Staff	When required
Injury from running into large gallery objects	Unlikely	Negligible	5	Barriers and signage in place	First aid if required	Museum Staff	When required
Skin irritation from handling museum objects	Unlikely	Negligible	5	PPE equipment provided for all object handling. Objects checked by museum staff prior to activities	First aid if required. Wash basin in venue.	Museum Staff	When required
Consulted with:					Document Created: November 2016		

This document 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. When this information is revised it will be accessible from Orange City Council's web site www.orange.nsw.gov.au.

The risk assessment and control plan has been assessed using the Risk Assessment Matrix outlined in Section 5 of OP84 Orange City Council's Work Health and Safety Management Policy and Procedures. Please refer to the table below for more information.

TABLE 5.1 – RISK ASSESSMENT MATRIX

Risk Action Table	
Risk Level	Description
1	Severe risk - this task MUST NOT proceed until the supervisor reviews the task or process and risks adequately controlled. Firstly eliminate the risk, and if not possible introduce measures to control the risk by reducing the level to the lowest level achievable. Actions must be recorded in the SMWS (if required) and monitor / review controls
2	Major risk – Urgent action to reduce / eliminate the risk. Supervisor may give permission for staff to undertake some high risk activities, provided the system of work is clearly documented, specific training given and adequate review of the task / controls undertaken. Record actions in SMWS (if required) and monitor / review controls
3	Moderate risk – action to eliminate / reduce the risk within a specified period. Record actions in SMWS (if required) and monitor / review controls.
4	Minor risk – assess the risk, determine whether current controls are adequate or if further action is needed. Monitor and review as required
5	Negligible risk – manage by routine procedures. Monitor and review as required

Risk Rating Table						
Likelihood						Risk Level Actions
Almost certain	5	4	2	1	1	1. immediate action 2. action within 1 week 3. action within 1 mth to reduce risks ALARP 4. Monitor 5. Monitor
Likely	5	4	2	1	1	
Possible	5	5	3	1	1	
Unlikely	5	5	4	2	2	
Rare	5	5	4	3	3	
	Negligible	Minor	Moderate	Major	Severe	
	Consequences					

	Description	Consequence	Description
Almost certain	Will happen: imminent or will occur within 1 to 6 months	Severe	Death or serious disability
Likely	Expected to happen: Expected to occur at least once in a 6 to 12 month period	Major	Serious injury – long term hospital
Possible	Could happen: will probably occur between 1 to 5 years	Moderate	Significant injury – short term hospital
Unlikely	Not expected to happen: may occur only once every 5 - 10 years	Minor	Injury may require first aid
Rare	Uncommon, unusual: not likely to occur within a 10 year period	Negligible	No injuries

NOTE: THE RISK ACTION TABLE WILL BE APPLIED IN ORDER OF THE RISK LEVEL