

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Museum of Contemporary Art			
<b>Location</b>	140 George Street, The Rocks			
<b>Phone number</b>	9245 2484	<b>Fax number</b>	9252 4062	
<b>Web address</b>	www.mca.com.au			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Self-guided tours	K-12	Visitor Services Officers can direct groups on location of exhibition etc	Tiled and marble floors  Stairs  Exhibits suspended overhead	Mats provided in wet weather  Rails available for stairs  Regular inspections and exhibits secured by competent staff
Primary education program includes exhibition viewing and optional practical activities	K-6	Education officers who are teachers or artists	Use of scissors and glue	Blunt-nosed scissors  Low toxic glue
Secondary education program includes discussion on a range of topics	7-12	Education officers who are teachers or artists	As above	As above

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.


<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Blunt-nosed scissors may be used when creating collages	
	<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"/>

<b>Other requirements</b> <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>	Equipment for activities provided by MCA educator
	Outdoor activities are limited to brief viewing of any outdoor exhibits

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Educators brief groups on activities to be undertaken, expectations and safety rules such as no running or climbing
	Educators prepare and facilitate activities
	Visitor services officers monitor behaviour of visitors and provide general information but accompanying teachers and carers are expected to provide specific supervision of students

<b>Access</b>	<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"/>

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.

<b>Emergencies</b>	<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"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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.

<b>First Aid</b>	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"/>

<b>Child-related employment</b>	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? 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."			

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.