



NEPEAN DISTRICT HISTORICAL SOCIETY INC.

PO. Box 441 Penrith NSW 2751 Ph 0247354394

ABN 66 635 325 873

Rules for Student groups visiting the Arms of Australia Inn Museum

Teachers and supervisors must ensure you and your students understand these rules before entering the Museum.

These rules are for the benefit of all visitors to the Arms of Australia Inn Museum. Please follow them during your visit. They have been designed to ensure your student's safety and help protect museum objects. They will also help you comply with Department of Education and Training risk assessment guidelines for excursions.

Remember at least one adult must accompany each group of 20 secondary students, or each group of 10 years 3 – 6 students, or each group of five K-2 students, or each group of two under 5's. This adult must stay with the group at all times and is responsible for the group's behaviour and safety.

- Travel as light as possible. Large bags and valuables should not be brought to the museum. If your students have valuables such as wallets, cameras, phones etc, it is recommended they remove them before placing their bags in the designed cloakroom area.
- Be considerate of other visitors to the museum. In particular, avoid blocking major thoroughfares, entry and exit points. NO RUNNING in the museum.
- Make sure shoe laces are tied and take care with floor length clothing.
- Students must not run or climb on displays or exhibits.
- Beware of the sandstone flooring surrounding the main museum as it is uneven and students should take care when walking on this surface.
- No eating or drinking in the museum.
- Most items in the museum can be touched but certain items are marked as Do not Touch.
- Laser pointers are not permitted in the museum.
- Swearing and foul language is not tolerated and students will be asked to leave.

Please make copies of these rules and ensure all supervisors have them during the visit. Schools should plan to arrive 5 – 10 minutes early. In the case of delay please contact the museum on (02) 4735 4394.

Booking and Information

Telephone: 02 4735 4394

Email: info@armsofaustraliainn.org.au

Teachers Guide Online;

<http://www.armsofaustraliainn.org.au/schools.php>

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name Arms of Australia Inn Museum

Location Cnr Great Western Highway & Gardenia Ave, Emu Plains, NSW 2750

phone number 02 4735 4394 Fax number

Web Address www.armsofaustraliainn.org.au

Insurance Does the venue have public liability cover? Yes [X]

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>
Arrival & departure	All ages	Trained volunteers & Historical Society Staff	Transport	Teachers and accompanying adults should supervise students while crossing roads and hopping on and off buses. Off street parking at the main entry gate for vehicles is provided.
			Trips & Falls	Students should be reminded not to run whilst in the museum grounds and from the grassed areas to concrete paths. In wet weather steps and paths may be wet.
			Access	Stroller, wheelchair and ramp access is available for the barn, meeting room and toilets.
			Lost students	Please make sure every student is accounted for before proceeding.

Cloaking	All ages	Trained volunteers	Lost property	Bags cannot be taken into the museum. As no cloaking facilities are available, make sure your group bring only lunches and small bags. Ensure hats and other loose items are stored in bags. The museum staff take all care but no responsibility for student's belongings. It is recommended valuables not be bought on the excursion. Report any lost property to museum staff.
----------	----------	--------------------	---------------	---

Student behaviour during the visit	All ages	Teachers, accompanying adults & trained museum staff	Injuries caused by trips and falls, climbing over safety barriers, touching electrical equipment, sharp objects or heavy objects	<p>Before the visit, teachers must go through the Museum Rules (web location) with the students and accompanying adults. Make sure every teacher and accompanying adult has a copy of the rules. Students should be reminded;</p> <ul style="list-style-type: none"> - not to run - to keep near handrails and take care while using stairs - to remain behind safety barriers - not to enter areas marked as no access - not to touch any objects or electrical equipment <p>On arrival your group will be briefed about the exhibit areas, safety, history and assisted with any other details.</p>
			Lost students	Teachers should keep students adequately supervised at all times and take head counts at regular intervals.
			Teachers free with ID	Teachers are encouraged to visit the museum prior to the school visit to familiarise themselves with the facilities.

Specialist programs common to all	All ages	Teachers, accompanying adults & trained museum staff	Trips & falls	Students must observe the instructions of the museum staff while undertaking activities in any of the museum's facilities or programs.
			Injuries caused by the inappropriate use of equipment	A safety briefing is conducted on arrival to all students, teachers and accompanying adults. A second briefing is conducted with each individual group prior to commencement of the activity. Should any safety concerns be identified in relation to the activity, the teacher will be advised at the time of booking.
			Electrical equipment	Electrical tagging and testing undertaken.

Specialist programs common to all	All ages	Teachers, accompanying adults & trained museum staff	Glass panels enclosing exhibits	Safely glass is used for all enclosures and Perspex shields are used on moving exhibits.
			Students are exposed to possible allergens; soap when washing hands and scrubbing cloths; cream when churning butter; feathers and chalk dust in the school room; pollens in the gardens	Teachers are asked to inform guides of students with allergies or special dietary requirements. Such students are not required to actively participate in these activities.

Grounds	All ages	Teachers, accompanying adults & trained museum staff	Trips & falls	Students should be reminded not to run whilst in the museum grounds and from the grassed areas to concrete paths. In wet weather steps and paths may be slippery.
			Students use water pump	Students are instructed on how to crank the handle safely and how to tilt the bucket to empty the water.
			Students use hand crank dryer (mangle)	Students are instructed on how to insert clothing into the dryer safely and are supervised by staff.
			Injuries caused by climbing over exhibits, safety barriers, touching electrical equipment, sharp objects or heavy objects.	Students to be reminded to keep near handrails and take care while handling equipment - to remain behind safety barriers - not to enter areas marked as no access - not to touch any objects or electrical equipment On arrival the group will be briefed about the exhibit areas, safety, history and assisted with any other details.

Equipment

Specialist Programs	Wooden buckets, steel wash tubs, copper wash tub, wooden scrub boards, brushes, glass butter churn, hand crank mangler, grind stone, wooden drying frame, chalk boards, chalk, gramophone records, pianola, Sylvester switchboard, horseshoes, coits.
Other Requirements	Sunscreen and hats are advised.
	Students should bring water bottles and food for the whole visit as there is no provision for students to purchase food and drink on site or nearby.

Supervision/Services	Museum staff are allocated to each program. Group size restrictions apply to all programs. Please contact venue for details. Student behaviour is the responsibility of the supervising teacher(s).
	The Arms of Australia Inn Museum has a first aid kit available for use during your visit. The Arms of Australia Inn Museum does not have a designated first aid room. Some museum guides have a first aid accreditation. The Nepean District Historical Society can not guarantee that a first aid trained staff member will be in attendance on the day of your visit.
	Some areas of the museum are accessible by wheelchair but others are not. There are no lifts or escalators in the museum.

Access	Is access to and from the premises safe and without risk to health	Yes [X]
	Is the venue wheelchair accessible	Yes [X]
	Are toilets for the disabled available	Yes [X]

Emergencies	Are emergency procedures in place in the venue	Yes [X]
	Are staff trained to deal with emergency situations	Yes [X]

Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes [X]
---------------------------------	--	---------

First Aid	Are first aid kits available for each activity	Yes [X]
	Is there a trained first aid officer at the venue	Yes [X] No [X]
	Is a first aid room available	No [X]

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 [X]
	If Yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening ?	NSW Police
	If your organisation is registered with an Approved Screening Agency in NSW have all unpaid staff undergone employment screening.	Yes [X]
	Have all unpaid staff completed a Prohibited Employment Declaration	Yes [X]