

# Safety and Risk Assessment Report

<b>Venue Name</b>	Arms of Australia Inn Museum		
<b>Location</b>	Corner of Gardenia Ave and Great Western Highway, Emu Plains		
<b>Contact Details</b>	T: 02 4735 4394		
	E: info@armsofaustraliainn.org.au	W: www.armsofaustraliainn.org.au	
<b>Insurance</b>	Does the venue have public liability insurance?		YES

<b>Activity/ Program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/ competence</b>	<b>Potential Risks</b>	<b>Control strategies to ensure visitor safety</b>
Arrival and Departure	All ages	Trained volunteers and 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 is provided.
			Trips and 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.
			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 (if required) and small bags. Ensure hats and other loose items are stored in bags. The museum staff will take all care but no responsibility for student's belongings. It is recommended that valuables not be bought on the excursion. Report any lost property to museum staff.

Activity/ Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential Risks	Control strategies to ensure visitor safety
Student behaviour during the visit	All ages	Teachers, accompanying adults and 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 and page 16 of this Guide) 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"> <li>• not to run</li> <li>• to keep near handrails and take care while using stairs</li> <li>• to remain behind safety barriers</li> <li>• not to enter areas marked “No Access”</li> <li>• not to touch any object or electrical equipment.</li> </ul> <p>On arrival your group will be briefed about the exhibit areas, safety, and history and assisted with any other details.</p>
			Lost students	Teachers should supervise students 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.
			Lost students	Please make sure every student is accounted for before proceeding.
Specialist programs common to all	All ages	Teachers, accompanying adults and trained museum staff	Trips and 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.

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Specialist programs common to all	All ages	Teachers, accompanying adults and trained museum staff	Glass panels enclosing exhibits	Safety 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 garden.	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 and trained museum staff	Trips and 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 safety 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 or heavy objects.	Students to be reminded to keep near handrails and take care when handling equipment. <ul style="list-style-type: none"> <li>• to remain behind safety barriers</li> <li>• not to enter areas marked "No Access"</li> <li>• not to touch any object or electrical equipment.</li> </ul> On arrival the group will be briefed about the exhibit areas, safety, history and any other details.

<b>Specialist Programs</b>	wooden buckets, steel wash tubs. copper wash tub, wooden scrub boards, brushes, glass butter churn, hand crank dryer (mangle), grind stone, wooden drying frame, chalk boards, chalk, gramophone records, ore dolly, pianola, Sylvester switchboard, horseshoes, quoits
<b>Other requirements</b>	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. Tap water (unfiltered) is always available..
<b>Supervision/Services</b>	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.
	The Arms of Australia Inn Museum has a first aid kit available for use during your visit. The museum does not have a designated first aid room. Some museum guides have first aid accreditation. The Nepean District Historical Society cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit.
	Most areas of the museum are accessible by wheelchair but others are not. There are no lifts or escalators in the museum.
<b>Building</b>	The entrances to the Inn building the have low beams, for tall people this would be a hazard
<b>Access</b>	Is access to and from the premises safe and without risk to health? YES
	Is the venue wheelchair accessible? YES
	Are toilets for the disable available? YES
<b>Emergencies</b>	Are emergency procedures in place in the venue? YES
	Are staff trained to deal with emergency situations? YES
<b>Construction/ Maintenance/Repair</b>	Are licensed personnel used for all construction, maintenance and repair work? YES
<b>First Aid</b>	Are first aid kits available for each activity? YES
	Is there a trained first aid officer at the venue? YES & NO
	Is a first aid room available? NO
<b>Child related employment</b>	Are employees of your organisation engaged in child-related employment as defined by the Children's Guardian Act 2019 YES
	If Yes, are all employees/volunteers engaged with student related activities currently registered for "Working with Children" by Service NSW? YES
<b>Covid -19</b>	Is the premises registered with NSW Health as Covid 19 safe and has a registered Covid -19 Safety Plan that is held on the premises  YES