

## VENUE & SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>VENUE NAME</b>	Narryna Heritage Museum Inc		
<b>LOCATION</b>	103 Hampden Road, Battery Point 7004	PHONE: 6234 2791	Email: <a href="mailto:narryna@tmag.tas.gov.au">narryna@tmag.tas.gov.au</a>
<b>WEBSITE</b>	www.narryna.com.au		
<b>INSURANCE</b>	Does the venue have Public Liability cover? YES		

Activity/program	Recommended age group/fitness level/pre-requisite skills	Staff accreditation/competence	Potential risks	Control Strategies
General school tours	N/A	<p>Emergency Evacuation training</p> <p>Working with Vulnerable People</p> <p>First Aid</p>	<p>1. Tripping on uneven surfaces and gravel pathways. Use of stairways.</p> <p>2. Slipping or tripping on uneven sandstone surfaces and stairways. Slippery, wet or damp external surfaces due to environmental conditions.</p> <p>3. Sun &amp; weather exposure. Exposure to an outdoor/garden environment.</p> <p>4. Stings by bee or other insect.</p> <p>5. Ongoing heritage maintenance work.</p>	<p>Students are instructed to walk carefully and be mindful of their historic environment. Students are closely supervised by museum staff, teachers, accompanying adults and volunteers. Museum Guides use group management skills to manoeuvre groups safely around site, avoiding potential hazards. Important points about safety and safe conduct are highlighted prior to tours and repeated by Museum Guides throughout the tour if necessary.</p> <p>All identified slippery/wet floors are signposted, but conditions are subject to change and care should be taken at all times. Schools should ensure that all students and attendant adults wear appropriate covered shoes (i.e. no crocs, sandals, high heels or thongs). All slippery and wet floors are signposted</p> <p>It is the responsibility of schools to ensure that all students have appropriate sun protection including hats and sunscreen and rain gear in wet weather. An undercover area is provided at Narryna for an introduction to the house, however, visitors will be exposed to weather when walking around the outside of the building. It is advisable that student also bring their own food and drink for their visit.</p> <p>Narryna's gardens have a range of flowers which attract bees and other insects. The Museum does not have Epipens as part of its First Aid kit, it is the responsibility of schools to provide Epipens for their students who may suffer an allergic reaction in the rare case of stinging.</p> <p>If a risk is identified the areas are closed off, fenced, and signed; all workers will have been inducted into the public nature of the site, contractors made aware that students will be on site and teachers will be informed of any ongoing work and areas to avoid. School groups are required to adhere to safety barriers and signs and keep a safe distance from work sites and machinery.</p>

Please note that the information in this document is current as at January 2020. 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 provide an update.

			<div>6. Unfenced fountain</div> <div>8. Fragile items and breakages</div> <div>9. Crockery and metals in outside areas.</div> <div>10. Other incidents</div>	<p>School groups opting to spend time in the front garden before or after house tours should be supervised by teachers and parent helpers at all times. Museum staff are not always available to supervise this location and care should be take around the Fountain which could be a slip hazard if children play close to the sandstone edge.</p> <p>Narryna has a number of glass cabinets located throughout the house many which house fragile and valuable items. Teachers are asked to ensure students do not lean on glass cabinets (as glass may break) and take care in areas where cabinets are located.</p> <p>Occasionally, pieces of crockery or metal may appear in garden areas particularly after rain, these items can cause injury. Care should be taken when students are outside to ensure these items are not collected if located by students.</p> <p>Narryna does its best to ensure that the site is safe for visitors. However, unforeseen situations can arise. Museum staff will issue instructions for the children’s safety and try to ensure that these are followed. Assistance from teachers and accompanying adults in the supervision of the students is greatly appreciated.</p> <p>During an emergency, school groups must comply with instructions from property staff. Refer to the Narryna Fire Evacuation Plan &amp; Narryna Fire Evacuation strategy for details.</p>
Is all equipment at the venue maintained in accordance with OHS regulations and appropriate standards?			Yes	
Other requirements	Sunscreen and hats are advised. Sturdy walking shoes are also advised for all visitors. Wet weather gear is advised for all visitors. The property does have a wet weather area which students can use when they are not in the house			
	Provision of water bottles and food is advised as there is no provision for students to purchase food or drink on site.			
	Some areas of the museum are accessible by wheelchair but upper floor areas are not. The museum is a heritage-listed building and there are no lifts or escalators in the museum.			
Supervision services	Following your booking, confirmation of the time and date of your visit will be sent via email. The booking form provides details of useful information you may need for your visit. F Further information outlining how teachers can make the most of their visit to Narryna is available on our website. The website also contains a document titled <i>Narryna &amp; the Australian Curriculum History Syllabus</i> which provides useful links between items at the museum and the current curriculum. Please see <a href="https://www.narryna.com.au/schools">https://www.narryna.com.au/schools</a> for details.			
	Narryna staff and volunteers will undertake guided tours of the house with students. Large groups will be split into smaller groups of 10 or less and taken for a 40 – 60 minute tour of the house (dependant on the time requested by teachers). Student behaviour is the responsibility of the supervising teacher/s.			
	Narryna has a First Aid kit available for use by schools during their visit. Narryna does not have a designated First Aid room available. Some guides have first aid accreditation but the venue cannot guarantee that a first aid trained staff member will be in attendance on the day of your visit			