

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	NSW RAIL MUSEUM			
Location	10 Barbour Road, Thirlmere, NSW, 2572			
Phone number	02 4683 6800	Fax number		
Web address	www.nswrailmuseum.com.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
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 Booked Visits & Self Guided Visits Performances	Years K - 12+ Teachers and Carers	Teachers	Arrival Timing Lost Students Trips and Falls Wet Weather/Slips Disabled Access	Schools should plan to arrive 10 minutes before their allocated session starting time. It is recommended that teachers carry a mobile phone to advise staff of any delays. On street parking is available. Buses may drop students off in Barbour Road in the dedicated bus stop. Buses cannot park on site. Teachers will responsible for accompanying students to, from and in the building at all times. Teachers should ensure students do not run at any stage during their visit to NSW RAIL MUSEUM. Teachers/ carers must ensure no running or jostling on stairs or ramps. Caution must be taken during wet weather by ensuring shoes are non-slip. Disabled access to NSW RAIL MUSEUM is via

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				main entrance. All areas of the facility are wheelchair accessible. Please advise staff at time of booking for any special needs.
Checking In Booked Visits & Self Guided Visits Performances	Years K - 12+ Teachers and Carers	Teachers	Lost Students Late Arrival	Group entry to NSW RAIL MUSEUM should be through the main entrance on Barbour Road. Schools should assemble in the forecourt outside the main entrance. Teachers should then proceed to the reception area to advise NSW RAIL MUSEUM of their arrival. Teacher will wait for directions. Schools should plan to arrive 10 minutes before their session starting time. If running late, please phone NSW RAIL MUSEUM on 02 4683 6800 Booking for visits need to be made at least 2 weeks prior to visit.
Personal Property Booked Visits & Self Guided Visits Performances	Years K - 12+ Teachers and Carers	Teachers	Bulky Bags Lost Property	Storage facilities are available but it is recommended students not bring bags or valuables. School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed. Staff will contact school in relation to personal property left on the premises.
Briefing of Classes Booked Visits & Self Guided Visits	Years K - 12+ Teachers and Carers	Trained Staff/ Trained Volunteers/ Teachers	Student behaviour Emergency evacuation	On arrival, groups will be reminded of the safety rules. You will also be assisted with any other details relating to the visit. Teachers should maintain direct supervision of their students at all times during their visit. Students must follow the instructions of the NSW RAIL MUSEUM staff member/ trained volunteer at all times. In the event of an emergency, the site's standard evacuation procedures will apply. Students must follow the Instructions of NSW RAIL MUSEUM

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			<p>Students mixing with the public</p> <p>Lost students</p>	<p>staff member or trained Volunteer. There are numerous emergency exits, clearly marked. All NSW RAIL MUSEUM staff are trained in the emergency evacuation procedures</p> <p>NSW RAIL MUSEUM is open to the public at the same time as tours and students need to be aware of 'stranger danger'. Teachers should maintain direct supervision of their students at all times.</p> <p>Students should not leave the building unless accompanied by a supervising teacher/carer. NSW RAIL MUSEUM is a 5-hectare site and some areas have poor sight lines. Teachers are responsible for doing head counts.</p>
<p>Main Exhibition Building & Great Train Hall</p> <p>Booked visits and self-guided visits</p>	<p>Years K - 12+ Teachers and Carers</p>	<p>Teachers Trained Staff Trained Volunteers</p>	<p>Access</p> <p>Noise Level and Behaviour</p> <p>Trips and falls</p> <p>Bumping into displays/ cabinets</p> <p>Damage to exhibits</p>	<p>Teachers are responsible for supervising their students at all times. Students must walk in an orderly manner and not obstruct the doorways.</p> <p>Students will be briefed on arrival. Teachers should be aware and informed their students of the museum code of conduct.</p> <p>Students must be supervised at all times by teachers/carers. There is absolutely no climbing or running permitted in the Main Exhibition Building or Great Train Hall.</p> <p>Students must take care not to bump into cabinets or objects on display.</p> <p>There is absolutely no touching of objects behind barriers. Teachers must supervise students at all times and advise students of the Code of Conduct. If damage to an object occurs during visit, Teacher must advise NSW RAIL MUSEUM</p>

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			<p>Students mixing with Public</p> <p>Touching electrical Equipment</p> <p>Lost or unaccounted Students</p> <p>Toilets</p>	<p>Staff member immediately.</p> <p>NSW RAIL MUSEUM is open to the public at the same time as tours and students need to be aware of 'Stranger Danger'. Teachers should maintain direct supervision of their students at all times.</p> <p>Students are asked not to touch any power outlets, power cords or any audio visual equipment that may result in electric shocks or burns.</p> <p>Students should not leave the building at anytime. Teachers should maintain direct supervision of students at all times.</p> <p>Public toilets are located in the Main Exhibition Building and near the Great Train Hall. Signage will direct. Teachers should maintain direct supervision of their students at all times, and make the necessary arrangements for student use. Teachers should refer to map provided at booking.</p>
<p>Thirlmere Station</p> <p>Ride experiences</p>	<p>Years K - 12+</p> <p>Teachers and Carers</p>	<p>Teachers</p> <p>Trained staff</p> <p>Trained volunteers</p>	<p>Falling off platform</p> <p>Falling off train</p> <p>Cinders in eyes</p>	<p>Students must stand well back from the edge of the platform. Students must not run or jostle on the platform. Students must follow the instructions of the NSW RAIL MUSEUM staff member/ trained volunteer at all times. Teachers should maintain direct supervision of students at all times.</p> <p>Students must remain inside their allocated carriage at all times. Teachers must maintain direct supervision of students at all times.</p> <p>Students must not put any part of their bodies outside of the train windows. Teachers must</p>

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			Toilets	<p>maintain direct supervision of students at all times.</p> <p>There are no functioning toilets on-board the trains. Teachers to ensure all students use the facilities at NSW RAIL MUSEUM prior to boarding the train.</p>

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Paper, pencils	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

Other requirements <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>	Students should wear non-slip, closed-in shoes.
	Sunscreen and hats are advised.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	One or more NSW RAIL MUSEUM guiding staff will be allocated to each program depending on the type of program and numbers of students involved. Students' behaviour is the responsibility of the supervising teacher(s).
	NSW RAIL MUSEUM has a first aid room and a number of first aid kits available for use. Some NSW RAIL MUSEUM staff have first aid accreditation. NSW RAIL MUSEUM cannot guarantee that a First Aid trained staff member will be in attendance on the day of your visit.

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Access	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Construction/ Maintenance/ Repair	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Child-related employment	<p>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"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</p> <hr/> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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.</p>

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