

Venue and Safety Information for School Excursions

This information is approved by the Department of Education and Communities, and can be found on their intranet.

The Museum of Fire supplies a copy of this Venue and Safety Information to assist our other visitors with the production of their own risk assessments.

If you wish to discuss this, please give us a call on (02) 4731 3000.



Work Health and Safety Directorate

Arrival and Departure	Years K-12, Teachers and Carers	Teachers	Arrival Time	Schools should plan to arrive 30 minutes before their allocated session starting time. It is recommended that teachers carry a mobile phone to advise Museum of Fire staff of any delays on (02) 4731 3000.
			Road Accidents	Teachers should supervise students when crossing roads, and/or getting on or off the bus. Access to and egress from the premises is fully wheelchair accessible.
			Lost Students	Bus parking is available on site. Buses may drop students off at the entrance to the Museum, and staff will direct them to appropriate parking. Teachers are responsible for accompanying students to/from and inside the building at all times.
			Trips and Falls	Teachers should ensure students do not run at any stage during their visit to the Museum of Fire, as surfaces may be uneven or slippery when wet.
			Wet Weather/Slips	Caution must be taken during wet weather by ensuring shoes are non-slip.
Checking In	Years K-12, Teachers and Carers	Teachers	Lost Students	Group entry to the Museum of Fire should be through the main entrance. Schools should assemble in the undercover area outside the main entrance. A teacher should then proceed to the reception area to advise Museum of Fire staff of their arrival.
Personal Property	Years K-12, Teachers and Carers	Teachers	Bulky Bags/Backpacks	Storage facilities are available. However, it is recommended that students leave bags and valuables on the bus. Report any lost property to Museum staff.
			Lost Property	School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed. Staff will contact schools in relation to personal property left on the premises.

Briefing of Classes	Years K-12, Teachers and Carers	Teachers, Museum Staff	<p>Student behaviour</p> <p>Emergency evacuation</p> <p>Lost students</p>	<p>Group will be briefed about the day's activities and assisted with any other details. Teachers should maintain direct supervision of their students at all times during their visit. Students must follow the instruction of Museum staff at all times.</p> <p>In the event of an emergency, the site's standard evacuation procedures will apply. Evacuation plans are clearly displayed at points around the Museum. Students must follow the instructions of Museum staff. There are numerous primary emergency exist points, which are clearly marked. All Museum staff are trained in the emergency evacuation procedures.</p> <p>Students should not leave the building unless accompanied by a supervised supervising teacher/carers. The Museum of Fire is on a 4-hectare site and some areas have poor visibility lines. Teachers are responsible for doing head counts.</p>
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Inside the Museum of Fire	Years K-12, Teachers and Carers	Teachers, Museum Staff	Inadequate presentation of safety message.	The Museum uses competent presenters with experience in conductive interactive role play to deliver age appropriate content. Regular reviews are undertaken of the content and presentation of the education program.
			Access	Teachers are responsible for supervising their students at all times. Students must walk in an orderly manner.
			Noise Level and Behaviour	Students will be briefed on arrival. But teachers should remind students not to run, to remain behind display barrier chains and not touch objects unless invited to.
			Trips and falls	Students must be supervised at all times by teachers/carers. There is absolutely no climbing or running permitted in the Museum.
			Bumping into displays/cabinets	Students should take care not to bump into other visitor, cabinets or objects on display.
			Damage to exhibits	Teachers should keep students adequately supervised at all times. Students should be reminded not to run, remain behind barrier chains and don't touch objects unless invited to. If damage to an object occurs during your visit, a teacher must immediately advise Museum staff. Photography is permitted within the Museum but teachers are advised to be aware of their school policy on this matter.
			Students mixing with the public	The Museum of Fire is open to the public at the same time as school groups, and students need to be aware of 'stranger danger.' Teachers should maintain direct supervision of their students at all times.
Self-Guided Tour	Years K-12, Teachers and Carers	Teachers	Lost or unaccounted students	Students should not leave the building at any time unless supervised by a teacher. Teachers should maintain direct supervision of students at all times
Junior Firefighters Zone	Years K-12, Teachers and Carers	Teachers	Loss of Direction	Maps are provided for supervising teachers. All exits are clearly marked and indicated.
			Inadequate presentation of safety message	The Museum has prepared teacher guide notes and maps, which will be supplied to teachers upon arrival.
Film Presentation	Years K-12, Teachers and Carers	Teachers	Damage to games and activities	Museum staff conduct a daily inspection and check of the area. This is coupled with regular reviews of the areas content and activities.
Film Presentation	Years K-12, Teachers and Carers	Teachers, Museum Staff	Emotional reaction to film's content	All films are classified 'G' and contain age appropriate content.
			Slip, Trip or Fall	Students will be instructed and seated by Museum Staff as they enter the theatre.

Fire Engine Ride	Years K-12, Teachers and Carers	Teachers, Museum Staff with RTA accredited MR licence	<p>Vehicle Collision</p> <p>Accidental egress from the vehicle.</p> <p>Road Accident</p> <p>Breakdown</p>	<p>Experienced drivers conduct the speed restricted ride. In addition to this across the site we enforce speed control and one way traffic flow, using a variety of traffic calming devices and signage.</p> <p>Students must remain seated and all times, and hold onto the handles when entering/exiting the vehicle. The driver also operates locks during the ride.</p> <p>Concise instruction from Museum Staff pre-boarding as to behaviour expectations. Termination of the activity if required.</p> <p>RTA Inspected vehicle that receives regular servicing and maintenance.</p>
Outside Picnic Area	Years K-12, Teachers and Carers	Teachers	Exposure to the Elements	Teachers should abide by their school's sun policy. Sunscreen and hats are advisable. In inclement weather, an alternate internal area is made available inside.
Outside Playground	Years K-12, Teachers and Carers	Teachers	General Risks associated with Playground Use.	Teachers should keep students adequately supervised at all times The playground is fenced with one access point, it has soft fall mulch which is refurbished cyclically. It is regularly inspected by Kidsafe, and receives regular cleaning and maintenance.
Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Dress-up clothing for role play activity.	Guide sheets and notes for teachers.			
Onsite computers.	All display equipment is in good working order and inspected daily by staff for operation and safety.			
	<p><i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i></p> <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 shoes.	
	Sunscreen and hats are advisable. It is recommended that the shaded picnic area be utilized for meal breaks.	
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Student behaviour is the responsibility of supervising teachers. Adults accompanying students should be in a supervisory capacity and must have adequate authority and experience (as determined by the School) to handle groups in their care. Teachers should ensure that supervision is spread appropriately through their group.	
	Museum staff will oversee education tours and provide initial briefings to teachers upon arrival at the Museum. Teachers will be provided with a timetable, map, and guide notes. However, teachers are responsible for the supervision of their students at all times during their visit to the Museum of Fire.	
	On arrival students are briefed as to behaviour expectations, program content and timetable for the visit.	
	We provide tea and coffee free of charge, to all teachers and support staff.	
Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

First Aid	<p><i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Where are the first aid kits located?</i> There is one kit located behind the Gift Shop, a second kit located in the Office, and a third kit located in the outside workshop.</p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>How can this person be contacted if needed?</i> Our first aid officer runs the majority of school tours. However, if he is not available he can be contacted by one of the staff members on his mobile.</p> <p><i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>Where is the first aid room located?</i> We do not have here a first aid room, but there is a designated first aid station in the Museum Shop.</p> <p><i>If a medical emergency occurs, what is the venue's procedure?</i> In the event of an emergency Museum staff will check the area for signs of danger and remove or control it (if safe to do so) to avoid further risk to the casualty or others. The casualty will not be moved unless they are exposed to a life threatening situation. If required staff members will call 000. Museum staff will remain with the casualty and administer first aid (if trained to do so) until assistance arrives. When Emergency Services personnel arrive staff will follow their instructions.</p> <p>In the case of minor injury, designated first aid officers will apply treatment in consultation with a supervising teacher. If a trained first aid officer is not on site, staff at the Museum will provide access to a full first aid kit.</p> <p><i>How can emergency service vehicles and personnel access the venue?</i> The Museum is a well-known Penrith landmark, as such it is clearly sign posted from the primary entry point on Castlereagh Road, which is where emergency vehicles and personnel will gain entry to the site. Emergency access and egress locations are kept clear at all times.</p> <p><i>If medical evacuation is required what is the process?</i> In the situation where medical evacuation is determined necessary by Emergency Personnel, Museum staff will follow all directions given.</p> <p><i>Is the Emergency + smartphone app available to personnel at this venue?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><i>What is the distance and location of the nearest hospital or other medical facility?</i> Nepean Hospital is the closest hospital and is 6km from the Museum of Fire. Nepean Hospital is located at Derby Street Kingswood and has an emergency department.</p> <p><i>What communication system is to be used if there is no mobile phone reception?</i> Land line telephones.</p>
Potential tree zones	<p>Regular assessment, pruning and maintenance is undertaken of all trees on site. Trees are primarily located along the site boundary with large grassed areas also falling within the fully fenced site. We have an on-site groundskeeper who takes responsibility for environmental maintenance, and undertakes daily spot checks and weekly in-depth inspections of the entire grounds.</p>
Other risk factors that might be relevant to risk management	<p>Not Applicable.</p>

Child-related employment	<p><i>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i></p> <p>NSW Commission for Children and Young People</p>
	<p><i>If your organisation is registered with an Approved Screening Agency in NSW,</i></p> <p><i>Have all employees and others undertaking work (including volunteers) undergone employment screening?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>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 Communities on (02) 9836 9200.</i></p>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.