

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	The State Library of NSW		
Location	Macquarie Street, Sydney		
Phone number	02 9273 14 14	Fax number	02 9273 1248
Web address	www.sl.nsw.gov.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 and departure	All ages	Teachers	Late arrival Access	Schools should plan to arrive 15 minutes before their allocated session start time. When exhibition tours are booked, lost time normally cannot be made up. If you are late please call the Library on (02) 92731414 (switch can direct calls to the appropriate person) Stroller and wheelchair access is via the Macquarie Street entrance.
Cloaking bins and lockers	All ages	Trained staff including Library Education Officers, Security staff and Information Officers	Lost property	Bags cannot be taken into the reading rooms or the exhibition galleries. Whilst individual lockers are available, class groups will use the lockable cloaking bins provided by the Library. Please make sure your group brings small bags. The State Library takes all care but no responsibility for student belongings left in cloaking bins or lockers and it is recommended that valuables are not brought on an excursion. Report any lost property to Security.

Please note that the information provided above was current as at 7.1.10. 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 advise the Department of Education and Training and provide an update.

Student behaviour during visits	All ages	Teachers, accompanying adults and trained Library education staff	Injuries cause by trips and falls, safety barriers, electrical equipment, touching sharp or heavy objects	<p>Before the visit, teachers must go through the Guidelines for School Visits to the State Library of NSW with the students and accompanying adults. Please ensure that each teacher and accompanying adult has a copy of the Guidelines.</p> <p>Students should be reminded:</p> <ul style="list-style-type: none"> - to be considerate of others - not to run - to use handrails when going up and down stairs - not to use the lifts (they should be used for disabled access only) -to keep noise to a minimum -not to eat and drink in the Library <p>On arrival your group will be briefed about the exhibition galleries.</p> <p>Teachers should actively supervise students at all times and take regular head counts.</p> <p>Teachers are encouraged to visit the Library prior to the school visit to familiarise themselves with the venue.</p>
Self guided tours and Educator led tours of the exhibition galleries	Years K-12	Teachers and trained Library education staff	<p>Slips/trips/falls</p> <p>Injuries caused by inappropriate use of equipment</p>	<p>Students must observe the instructions of the Library staff member while undertaking activities in any of the Library facilities.</p> <p>Should any safety concern be identified in relation to the activity the teacher will be advised of these at the time of booking.</p>

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Reading room tours and education programs	Upper secondary students	Teachers and accompanying supervising adults	Slips/trips/falls Injuries caused by inappropriate use of equipment	Students must observe the instructions of the Library staff member while undertaking activities in any of the Library facilities. Teachers should actively supervise students at all times and take regular headcounts. Should any safety concern be identified in relation to the activity the teacher will be advised of these at the time of booking.
Lunch and break facilities	All ages	Teachers and accompanying supervising adults	Road accidents Trips and falls Wet weather	It is recommended that food breaks be taken in The Domain. Supervision of students crossing Hospital Road into the Domain is essential owing to the traffic using this road. Students should avoid running down the stairs towards Hospital Road as surfaces may be uneven or wet. Alternative arrangements will be advised should the weather be inclement.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements

Where relevant, list other requirements such

NA

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<i>as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Reading room tours
	Educator led exhibition tours
	Self guided exhibition tour briefings

Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Construction/maintenance/repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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First Aid	<i>Are first aid kits available for each activity?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Child-related employment	<i>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?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? Department of Education and Training NSW</i>		
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<i>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<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 Training on (02) 9836 9200.</i>		

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