



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Museum of Applied Arts and Sciences: Powerhouse Museum, Sydney Observatory and Museums Discovery Centre			
Location	Powerhouse Museum 500 Harris Street, Ultimo, NSW 2007. Sydney Observatory 1003 Upper Fort Street, Sydney, NSW 2000. Museums Discovery Centre 172 Showground Road, Castle Hill, NSW 2154.			
Phone number	(02) 9217 0222	Fax number	(02) 92170622	
Web address	https://maas.museum			
Insurance	Does the venue have public liability cover? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Public liability insurance policy number: MF100097.			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	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>
COVID-19 Safety	Pre-School - Year 12	MAAS Education and Visitor Services staff, teachers / carers	Potential transmission of COVID-19	MAAS is registered as a COVID Safe business and has a COVID-19 Safety Plan All schools are required to adhere to MAAS COVID-19 safe practises when on site All schools to be contacted prior to arrival to confirm that no children, teachers or carers

				<p>who are unwell and/or exhibiting symptoms of COVID-19 will attend</p> <p>School groups will receive a COVID Safe briefing from MAAS staff on arrival at the Museum.</p> <p>HYGIENE</p> <ul style="list-style-type: none"> • students' and teachers' hands are to be washed/sanitised on arrival at the site under teacher supervision • MAAS will provide hand sanitiser for all visitors in the museum spaces and include explanation of use in the arrival briefing. • MAAS has a COVID-19 safe cleaning regime which includes sanitising equipment before and after each group activity <p>RECORDS & CONTACT TRACING</p> <p>Schools must maintain an accurate list of all students and teachers attending the Museum for contract tracing.</p> <p>Teachers and carers will be required to check-in digitally using the Service NSW phone app on arrival.</p> <p>The school will be required to provide an accurate list of all students attending on arrival.</p> <p>HEALTH ADVICE & COVID-19 RESTRICTIONS</p> <ul style="list-style-type: none"> • The Museum is required to record teachers and carers will be required to check in digitally on arrival as per NSW
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				<p>MAAS monitors and adheres to NSW Health advice.</p> <ul style="list-style-type: none"> • MAAS encourages all public facing staff to wear masks • COVID-19 restrictions are subject to change and may be revised in between the date of booking and the date of the excursion. MAAS will contact schools as soon as practicable in the event changed restrictions are applicable to excursions. • MAAS will take advice and direction from NSW Health with respect to any action required in the event that a positive COVID-19 case is confirmed at the Powerhouse Museum • Additional general visitor information is available at https://maas.museum/visitor-information/ <p>COVID-19 CAPACITY & SOCIAL DISTANCING</p> <ul style="list-style-type: none"> • MAAS adheres to the NSW Health COVID Safe guidelines and restrictions for social distancing • School group bookings must not exceed a total of 75 people including teachers. • Before entering the Museum, school groups are to be split into teacher led groups with a ratio of 1 adult to 25 students to travel through the Museum and avoid large gatherings at cloaking, entry/exits points. • Teachers and MAAS staff are to manage and restrict access to gallery spaces in accordance with maximum capacities as sign posted.
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Arrival and departure	Pre-School – Year 12	Teachers / Carers / Visitor Service Officers (VSOs)	<p>COVID-19</p> <p>Arrival time</p> <p>Road accidents</p> <p>Trips, falls and injuries</p>	<p>Hand sanitiser stations will be placed at the arrival points. Students, teachers and carers may use their own hand sanitiser, or the hand sanitiser provided by MAAS.</p> <p>Where possible schools should plan to arrive 15 minutes before their allocated session start time. If delayed, please call (02) 9217 0222.</p> <p>Due to COVID 19 capacity restrictions, it may not be possible to modify or extend session times in the event of late arrival of groups.</p> <p>Teachers and accompanying adults should supervise students when crossing roads, and/or getting on or off buses. Supervision is essential at all times.</p> <p>Teachers must maintain appropriate supervision of students at all times, and remind students to:</p> <ul style="list-style-type: none"> • walk, not run • remain behind safety barriers • not enter areas marked as ‘no access’

			Lost students	<ul style="list-style-type: none"> • not touch electrical equipment or displays (unless marked as 'hands-on') • not lift heavy objects • use play equipment with care and check for other users and younger children. <p>Teachers should report trips, falls, injuries and other incidents or near misses to MAAS staff as soon as possible.</p> <p>MAAS first aid kits have PPE supplies for both staff responders and visitors.</p> <p>Teachers should perform regular head counts to ensure all students are present. Students should be told what to do if they become lost, such as find Museum staff or meet at a pre-arranged location. We recommend younger students have teachers' contact information clearly marked on a badge.</p>
Cloaking (currently closed)	Pre-School – Year 12	Trained staff	Lost or stolen property	<p>Museum cloaking facilities are temporarily closed. School bags are not permitted within the Museum exhibition spaces. Students should be encouraged to bring a small bag only for essential items.</p> <p>Teacher self-managed storage is available upon arrival. Students place any loose items inside their bags, and bags into storage.</p> <p>The Museum takes all care but accepts no responsibility for students' belongings left in storage.</p> <p>The Museum strongly recommends that valuables are not brought on the excursion.</p>

				Report any lost property to staff or to Museum security.
Student behaviour during the visit	Pre-School – Year 12	Trained staff and teachers / carers	Stranger danger/lost students Trips, falls and injuries Cuts and bruises, trips and falls, from escalators and lifts.	<p>Museum staff wear photo identification badges and may engage in discussions with students. To facilitate meaningful dialogue, where practicable, we ask for all students and teachers to wear a name badge. Students should remain vigilant about talking with strangers and not leave their cohort without advising their teachers/carers.</p> <p>Name tags help Museum staff identify lost/separated students.</p> <p>Teachers must maintain appropriate supervision of students at all times, and remind students to:</p> <ul style="list-style-type: none"> • walk, not run • remain behind safety barriers • not enter areas marked as ‘no access’ • not touch electrical equipment or displays (unless marked as ‘hands-on’) • not lift heavy objects <p>Students to be instructed to keep near handrails and not run or play on stairs, escalators or ramps. Ensure shoelaces are tied and tucked before using the escalator. Keep fingers well clear of lift doors.</p>
Specialist programs in Learning facilities	Pre-School – Year 12	Trained staff and teachers / carers	Trips, falls and injuries	The Museum makes use of subdued lighting to protect its heritage objects. Students should exercise care when moving around the exhibitions and when using ramps, stairs and escalators. Teachers should maintain

			Inappropriate use of equipment	<p>appropriate supervision of students at all times, and remind students to:</p> <ul style="list-style-type: none"> • walk, not run • remain behind safety barriers • not enter areas marked as 'no access' • not touch electrical equipment or displays (unless marked as 'hands-on') • not lift heavy objects <p>Equipment used during programs is cleaned after each session. Electrical equipment is 'Tag & Tested'. All activities are supervised by Museum staff while teachers/carers are asked to help monitor their students.</p>
Lunch and breaks	Pre-School – Year 12	Teachers / carers	Trips, falls and injuries	<p>Each venue has an area available for groups to use for breaks and lunch.</p> <p>Teachers must maintain appropriate supervision of students at all times, and remind students to:</p> <ul style="list-style-type: none"> • walk, not run • remain behind safety barriers • not enter areas marked as 'no access' • not touch electrical equipment or displays (unless marked as 'hands-on') • not lift heavy objects • use play equipment with care and check for other users and younger children. <p>Refer to control strategies outlined in 'Arrival and departure' section</p>

Equipment

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

Hand sanitiser provided throughout the Museum

Disinfectant wipes used to clean all equipment between groups

Refer to NSW Health regarding the use of face masks

<https://www.nsw.gov.au/covid-19/face-masks>

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes No

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>	<p>Teachers/ Carers should ensure they bring enough sanitizer to clean all hands before entering the museum. Students should wear closed-in shoes, and bring appropriate sun protection if spending time outdoors.</p>
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	<p>All groups will be briefed by trained Museum staff and volunteers at the commencement of the visit. Museum staff are available in the exhibitions to assist with directions and queries. Specialist Museum staff supervise educator-led programs and facilities, with teachers present. Teachers should maintain direct supervision of their students at all times during their visit to the Powerhouse Museum. Every adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museum.</p>
Access	<p><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"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are disabled toilets available?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The Museum has full evacuation procedures in case of emergency, threat, fire, and other natural disasters. All fire exits are clearly marked and all staff have received training in evacuation procedures. Please ensure that your group understands the importance of following such procedures in the event of an evacuation. The Museum will liaise closely with NSW state emergency services in the case of external threats such as bomb threat or terrorism and will respond accordingly to any directions given by the authorities.</p>
Construction/ Maintenance/ Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<p><i>Are first aid kits available for each activity?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is there a trained first aid officer at the venue?</i> Yes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

Child-related employment

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?

Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?

Employment Screening Unit. (NSW Government Education and Communities)

*If your organisation is registered with an Approved Screening Agency in NSW,
Have all employees and others undertaking work (including volunteers) undergone employment screening?*

Yes No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?

Yes No

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.

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.