

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Old Treasury Building			
Location	20 Spring Street, Melbourne, VIC, 3000			
Phone number	03 9651 2233	Fax number	03 9651 6508	
Web address	www.otb.org.au	Email	info@otb.org.au	
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity / Program	Recommended age group/ fitness level/ prerequisite skill	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>
Arrival and departure	All ages	None required	Trip, fall on forecourt	Students should not run during their visit, as surfaces may be uneven or wet. Information sent to each school outlining location of building and school entrance.
Bag storage	All ages	Old Treasury staff	Lost property	To ensure property is not left behind, we offer cloaking facilities on arrival. Students should place any loose items inside their bags before cloaking. The museum takes all care, but no responsibility for student belongings left in the cloak room. We strongly recommend valuables are not brought on the excursion. Report any lost property to staff at the reception desk or Museum security.
Facilitated programs	All ages	Old Treasury staff	Students ill or injured during the program. Students wander away from group in rooms and become lost. Students behave inappropriately in galleries causing distress to other visitors and exhibitions.	Staff at Old Treasury are trained in first aid. Large groups are broken into smaller manageable groups and supervised by education staff and accompanying teachers and carers. Museum protocol explained to students before entering museum. Student behaviour monitored by education staff and accompanying teachers and carers.
Student behaviour during the visit	All ages	Teachers, trained museum staff, and accompanying adults	Injuries from trips and falls, climbing over safety barriers, touching electrical equipment or sharp objects, or lifting heavy objects. Damage caused by mishandling displays. Cuts and bruises, trips and falls from lift, stairs and basement.	Students must follow instructions of museum staff Teachers MUST keep students adequately supervised at all times, and remind students to: -walk, not run -remain behind safety barriers -not enter areas marked 'no access' -not touch electrical equipment or displays -not lift heavy objects

COVID infection	All ages	Old Treasury Building staff & School staff	Possible COVID exposure to all	All attendees are recommended to wear a facemask Attendees to adhere to guide instructions about distancing and room density quotients. Where instructed, attendees are not to touch objects, furniture. Hand sanitizer provided.
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ACCESS

Are access and egress from the premises safe and without risk to health? Yes No

Is the venue wheelchair accessible? Yes No

Are disabled toilets available? Yes No

EMERGENCIES

Are emergency procedures in place in the venue? Yes No

Are staff trained to deal with emergency situations? Yes No

CONSTRUCTION/MAINTENANCE/REPAIR

Are licensed personnel used for all construction, maintenance and repair work? Yes No

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes No

FIRST AID & EMERGENCIES

Are first aid kits available at the venue? Yes No

Is there a trained first aid officer at the venue? Yes No

Is a first aid room available? Yes No

CHILD-RELATED EMPLOYMENT

Are employees of the organisation working within the Working with Children Act 2005? Yes No

Have employees in the organisation obtained Working with Children checks or equivalent qualification? Yes No