

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>	
Supervision / services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Self-guided groups - teacher has duty of care. Museum host at front desk.
Access	<i>Is 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 employees and others undertaking work (including volunteers) 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"/>

First Aid / Medical Emergencies	<p><i>Are first aid kits available at the venue for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where are the first aid kits located? The Rocks Discovery Museum front office</p>
	<p><i>Is there a trained first aid officer at the venue?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>How can this person be contacted if needed? Place Management NSW Rangers are first aid trained. Rangers are not based at the Rocks Discovery Museum but are located within the Rocks precinct and are contacted immediately if first aid is required as per organisational procedures. The Rocks Discovery Museum staff will contact the Rangers directly.</p>
	<p><i>Is a first aid room available at the venue?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Where is the first aid room located? There is no designated first aid room.</p>
	<p>If a medical emergency occurs, what is the venue's procedure? Guides and hosts inform Place Management NSW rangers who are available 24 hours a day, 7 days a week. The rangers will then contact emergency services.</p> <p>How can emergency service vehicles and personnel access the venue? Via Argyle St to access Kendall Lane, The Rocks</p>
	<p>If a medical evacuation is required what is the process? Place Management NSW Rangers will coordinate this process with emergency services.</p> <p>Is the Emergency + smartphone app available to personnel at the venue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - staff are not issued with mobile phones</p> <p>What is the distance to the nearest hospital or other medical facility? Sydney Hospital, Macquarie Street is 1.5km from the Museum. Sydney Hospital has an emergency department.</p> <p>What communication system is to be used if there is no mobile phone reception? The Rocks Discovery Museum landline and email. Rangers also carry 2-way radios.</p>
Potential tree zones	There are several large trees around The Rocks precinct but not directly outside the Rocks Discovery Museum. Trees are maintained by qualified horticulturalists and arborists.
Other factors that may be relevant to risk management	N/A

Child-related employment

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.

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? Service NSW

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

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