

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Runnymede		
<b>Location</b>	61 Bay Road, New Town. 7008		
<b>Phone number</b>	03 62 78 1269	<b>Fax number</b>	03 6278 1267
<b>Web address / Email</b>	www.nationaltrusttas.org.au Runnymede@nationaltrusttas.org.au		
<b>Insurance</b>	Does the venue have public liability cover? Yes		

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Activity/ program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential Risks	Control Strategies
Tour of house & grounds for school groups.	All ages/grades accepted. Written material designed for specific Primary groups.	1. Runnymede uses trained guides for their school tours programme  2. Emergency Evacuation Training	1. Slipping or tripping on uneven sandstone and cobblestone surfaces. Slipping on polished wooden floors and rugs.  2. Outside Games not used In very bad weather. 3. Sun and weather exposure	Runnymede House Guides meet and welcome groups at the front door. School groups will be divided into groups of 10 or less students to tour the house with a Runnymede guide in charge of each group. Primary groups are requested to have at least 2 adults accompanying the group. A safety talk will be presented by Runnymede Guides on arrival and before students and teachers enter the house. Any slip and trip risks are managed throughout the visit by Museum Guides using group management skills to manoeuvre the group around hazards and using safe strategies for navigating spaces. All slippery and wet floors are sign posted or cordoned off. Hats are advised to be worn with sunscreen when playing in grounds.  All back packs and school equipment is to be left on the front verandah during the tour.
Games and activities for school groups	Activities adapted to suit age groups			
Runnymede Whaling Trail	Activities adapted to suit all age groups.			

			<p>4. Interaction with the contents of the Historic House Museum including potential touching/dropping of 19<sup>th</sup> Century objects and education props.</p> <p>5. Other incidents.</p>	<p>Morning tea or lunch breaks can be taken in the grounds. Schools should ensure that all students have hats and sun screen and rain gear in wet weather. It is advisable that students also bring sufficient food and drink for their visit. The stables can be used in wet weather for students to have morning tea or lunch. All rubbish must be put in the bin provided.</p> <p>Students will not interact directly with any heavy, fragile, dangerous or historic objects within Runnymede House. Any touching of historic objects or interaction with the interiors of the house will be under the direct supervision and instruction of Museum Guides who will use their group management skills to keep students away from any hazards. Students are advised of their responsibility in the safe use and care for the contents of the museum as a whole before entering the House.</p> <p>Runnymede House does its best to ensure that all equipment is safe for the children to use and that the site itself is safe for visitors. If unforeseen circumstances arise Museum Staff will issue instructions for the children's safety and try to ensure that these are followed. Assistance will be required from the teachers and attending adults in the supervision of the children.</p>
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<b>Equipment</b>	
Victorian Games	All equipment use is supervised, all games are explained before use. Not used with children under the age of 5 years.
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>	
	Yes

<b>Other Requirements</b>	Sun screen and hats are advised. Students should bring their own wet weather gear as required and teachers should be prepared with activities for wet weather.
	As there is no provision for students to purchase food and drink on site or nearby school groups are required to bring their own.

<b>Supervision/ services</b>	Museum Guiding staff are allocated to each program. Group size restrictions apply to all programs. Please contact the venue for details
	Runnymede has a First Aid Kit available for the use of schools during their visit. Runnymede can not guarantee that a First Aid trained staff member will be in attendance on the day of your visit.
	Most areas of the Museum are accessible by wheelchair but others are not. Wheelchair access is via the courtyard entrance. Only part of the stable building is wheelchair accessible. The cellar is not accessible to wheelchairs.
	Museum guides are trained and experienced in group management strategies..

<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes
	<i>Is the venue wheelchair accessible?</i>	No
	<i>Are disabled toilets available?</i>	No

<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	Yes
	<i>Are staff trained to deal with emergency situations?</i>	Yes

<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes
<b>Access</b>	<i>Is first aid kit available?</i>	Yes
	<i>Is there a trained first aid officer at the venue?</i>	No
	<i>Is a first aid room available?</i>	No

Runnymede Manager takes all school bookings and advises that the School programme co-ordinator will contact them prior to their arrival to discuss details of programmes. Written information in the form of a school pack appropriate to the age group/grades visiting is sent to the school prior to their arrival