

ENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	CLARENDON		
Location	234 Clarendon Station Road, Evandale Nile Tasmania 7212		
Phone number	03 63986220	Fax number	63444033
Web address / Email	www.nationaltrusttas.org.au Clarendon@nationaltrusttas.org.au		
Insurance	<i>Does the venue have public liability cover? Yes</i>		

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Activity/ program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/ competence	Potential Risks	Control Strategies
Tour of house and parklands for School groups	All grades	When possible we arrange Volunteer staff with previous experience to conduct school tours	Orderly conduct is required to protect our visitors and the collection within the house and outbuildings	<p>Clarendon guides meet and greet all school groups at the front door of the house with a suitable introduction covering all potential risks and an introduction to its history.</p> <p>Permanent or temporary hazards are explained during this introduction.</p> <p>Hats are advised together with the use of a sun screen approved by the school.</p> <p>We offer under cover protection for teaching, and morning tea and lunch breaks in wet weather.</p> <p>Assistance from Teachers and other authorised Adults is expected to protect all items in the museum and on the site.</p>

Please note that the information provided above was current as at January 2009. 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 provide an update

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Equipment	
	Equipment required for school approved teaching purposes can be brought to the site and used by authorised staff.
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes	
Other Requirements	Sun screen and hats are advised and control and restrictions on their use are under the control of the attending Teachers and their Assistants.
Supervision/ services	Whenever possible two Volunteer Guides will be on duty to manage all school tours. The size of groups should be discussed with them to maintain safety standards.
	Entry to the house is by stairways only and the house has no escalators or lifts.
Access	<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> Yes
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <i>Are staff trained to deal with emergency situations?</i> Yes

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

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