

Museum of the Riverina Venue & Safety Information for School Excursions

Venue Name: Museum of the Riverina Botanic Gardens Site
Location: Lord Baden Powell Drive, Wagga Wagga
Postal address: PO Box 20 Wagga Wagga NSW 2650
Phone number: (02) 6925 2934
Fax number: (02) 6925 5720

Email address: museum@wagga.nsw.gov.au
Web: www.wagga.nsw.gov.au/museum

Activities/Programs	Exhibitions / guided tours		
Safety Issues/ Considerations	Access to Museum from carpark	Safety Strategies	Teacher supervision required
	Lost or stolen property		Recommended students do not bring valuables
	Balcony railing		Teacher supervision required at all times on balcony
	External space		Appropriate clothing, footwear and sun protection must be worn
	External space – objects		Important students do not climb on objects, due to potential dangers and risk of damage
	External space – uneven surface		Students should be instructed not to run
Supervision	Visiting school groups are expected to comply with NSW Department of Education and Training policy for safe supervision of groups on excursion.		
Access	There is wheelchair access and a disabled toilet is available	Emergencies	Emergency procedures are in place for the Museum Staff is trained to deal with emergency situations
First Aid	First Aid Kits and Officers are available to support teachers, who will lead the administering of First Aid to their students		
Additional Comments	All instructions must be followed The venue is covered for public liability insurance Fully compliant fire detection and protection system. Fully compliant Emergency Warning and Intercom system (EWIS). Emergency plan and procedures. Evacuation assembly points.		
Child-related employment	All paid staff have undergone employment screening through <i>The Working With Children Check</i> . All staff, paid and unpaid, have also completed a Prohibited Employment Declaration.		

Please note: The information provided above was current at 20 October 2008