



Venue and Safety Information for Group Visits

Museum of the Riverina – Historic Council Chambers site

Venue Name: Museum of the Riverina - Historic Council Chambers site
 Location: 243 Baylis St (Cnr Baylis & Morrow Streets), WAGGA WAGGA NSW 2650
 Phone number: (02) 6926 9655
 Email address: kurylowicz.tim@wagga.nsw.gov.au Web: www.museumriverina.com.au

<i>Activity/ Program</i>	<i>Recommended age group/fitness level/ prerequisite skills</i>	<i>Staff accreditation/ competence for this activity</i>	<i>Potential hazards relating to each activity within venue</i>	<i>Control Strategies that will aid in the promotion of visitor safety against potential risk</i>
Arriving and proceeding to civic forecourt entrance	Years K-12+	Teachers/Group Leaders	Arrival timing Road Traffic Trips and falls Accessibility	<ul style="list-style-type: none"> Groups should plan to arrive 5 mins before the starting time of their visit. We recommend that that teachers/group leaders carry a mobile phone to advise museum staff of any delays. On street parking is limited. Utilise zebra crossings to make way onto the civic forecourt (facing Baylis St, opposite the Victory Memorial Gardens) Teachers should ensure students do not run at any stage during their visit to the Museum. Wheelchair access is through the main Museum entrance on the civic forecourt.
Briefing of classes	Years K-12+	Museum Staff Teachers/Group leaders	Doors access Noise level and behaviour	<ul style="list-style-type: none"> A safety briefing will be delivered to students upon entry to the venue. Teachers should maintain direct supervision of students at all times. Teachers are responsible for ensuring students maintain an acceptable volume of noise and maintain an acceptable behaviour standard.
Personal property	Years K-12+	Museum Staff	Storage facilities	<ul style="list-style-type: none"> Secure storage facilities are not available. Groups must take responsibility for all items that are brought onto the site.

This information has been provided by Museum of the Riverina to assist teachers in their risk management planning for excursions. Please note that the information provided above was current as at 04/12/17. If further information is required please contact the venue.

This form is downloadable from <http://www.museumriverina.com.au/education/Students>

		Teachers/Group Leaders	Lost property	<ul style="list-style-type: none"> • Visitors should not leave valuables unattended. • School bags can be temporarily stored in the Museum Foyer during your visit. • Staff will contact schools in relation to personal property left on the premises.
Internal space	Years K-12+	Teachers/Museum Staff	Trips and falls and damage to museum property	<ul style="list-style-type: none"> • Teachers must ensure that there is no running or horseplay by students.
Leaving the Museum	Years K-12+	Teachers	Lost property Lost or unaccounted for students	<ul style="list-style-type: none"> • Teachers/group leaders must report any lost property to staff at the reception desk. • Teachers need to keep students together and under direct supervision at all times. • A headcount should be conducted by teachers prior to leaving the Museum.

General Risk information

Exhibition Content	Museum of the Riverina cannot guarantee that all exhibition material will be age-appropriate. It is the responsibility of teachers/group leaders to enquire and assess the exhibition for content suitability.
Supervision/services	<p>Every adult accompanying students in a supervisory role MUST have adequate authority and experience (as determined by the school) to handle groups in their care. The school must ensure that there is adequate teacher supervision for the size of the visiting group and that supervision is evenly spread throughout your group while at the Museum. Suggested ratio is 1 adult to 15 students.</p> <p>Teachers must ensure that students do not leave the Museum without adequate supervision.</p> <p>The Museum is a public institution and we cannot prevent members of the public from entering our exhibition spaces during opening hours.</p> <p>Guided tours/talks to school groups will only be undertaken if prior arrangements are made of no less than 2 weeks prior to visit.</p>
Insurance	The venue is covered by Wagga Wagga City Council's Public Liability Insurance Policy.

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Accessibility	Museum of the Riverina's Historic Council Chambers site is Wheelchair accessible. A hearing loop has been installed in the Historic Council Chamber and activates when the PA system is in use. An accessible toilet is available in the Civic Centre Arcade
Emergencies	Museum staff will direct groups to the muster point if an emergency arises. The Muster point is across Baylis St near the Fountain in the Victory Memorial Gardens.
First Aid	A first aid kit is available at this site.
Child-related employment	Employees of the Museum are engaged in child-related employment as defined by the <i>Child Protection (Prohibited Employment) Act</i> 1998. All staff at this site have completed a Prohibited Employment Declaration and have undergone employment screening.

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