

ACT HISTORIC PLACES VENUE & SAFETY INFORMATION FOR SCHOOL EXCURSIONS 2022

Venue	Lanyon Homestead, Mugga Mugga Cottage and Calthorpes House			
Location	Tharwa Drive, Tharwa; 129 Narrabundah Lane, Symonston; 24 Mugga Way Red Hill			
Phone number	02 6237 6500 (Lanyon Homestead)			
Email address	historicplacesbookings@act.gov.au			
Insurance	Public liability cover			
Activity/ program	Age group	Staff accreditation/ competence	Potential risks	Control strategies
Covid-19	All ages	<ul style="list-style-type: none"> • Staff have been oriented to Covid safe practices. • Staff wear a mask inside. 	<ul style="list-style-type: none"> • Visitors or staff members contract Covid-19 when visiting ACT Historic Places. 	<ul style="list-style-type: none"> • Covid Safe Plan is activated.
Arrival/ departure	All ages	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • Injury: trip or fall alighting from or getting into the bus. 	<ul style="list-style-type: none"> • Designated drop off point with flat ground. • School organisers advised regarding set down and pick up information.
Learning programs	K-12	<ul style="list-style-type: none"> • Visitor Service Officers have been trained in programs and hold working with vulnerable people registration. 	<ul style="list-style-type: none"> • Students are injured or become ill during a program. • Students wander from group. • Students behave inappropriately and distress visitors or damage collection/ heritage sites. 	<ul style="list-style-type: none"> • Students bring own epi-pens/ medications. • Emergency Response Plan available onsite. • Groups are oriented in advance and verbally on arrival regarding expectations of behaviour. • Teachers are responsible for student behaviour.
Site hazards	All ages	<ul style="list-style-type: none"> • Staff are trained in First Aid. • Refresher training held annually in emergency procedures. • Professional garden staff maintain grounds including trees. 	<ul style="list-style-type: none"> • Uneven ground • Sunburn • Animals such as snakes and insects. • Livestock on working property (Lanyon Homestead). • Falling trees or limbs in wind or following extremely wet weather 	<ul style="list-style-type: none"> • Groups are oriented in advance about appropriate clothing (long pants, hats and closed shoes) and verbally on arrival about animal and site hazards. • First aid and snake bite kits are onsite. • Learning programs will be cancelled in the instance of severe weather forecast or Bushfire warning by Emergency Services Authority.

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Equipment

No personal protective equipment issued.	
Paper, pencils, clipboards, glue sticks, magnifying glass, collection type objects.	
Equipment onsite is maintained according to appropriate standards and codes of practice.	
Other requirements	<ul style="list-style-type: none"> • Closed shoes, long pants, hats, sunscreen, wet weather gear.
Supervision/ services	<ul style="list-style-type: none"> • Learning program groups have a Visitor Services Officer leading their groups with the expectation that accompanying teachers/ adults have duty of care and responsibility for behaviour
Access	<ul style="list-style-type: none"> • Learning programs traverse uneven ground which limits safe use of wheelchairs in Homestead precinct at Lanyon. • Mugga Mugga Cottage and Calthorpes House are not suitable for wheelchair access and have uneven ground and some steps. • Lanyon Homestead has one wheelchair accessible toilet.
Emergencies	<ul style="list-style-type: none"> • Emergency procedures are in place at venues. • Staff are trained annually in bushfire preparedness.
First Aid/ medical emergencies	<ul style="list-style-type: none"> • First aid kits are available at each venue. • Visitor Service Officers are trained in First Aid. • In the case of medical emergency dial 000. If mobile reception is not working radio the Homestead who will call via landline. • Visitor Service Officers carry 2-way radios at all times during learning programs.