

THE MACLEAY MUSEUM

Venue and Safety Information for School Excursions

Venue Name: The Macleay Museum, Sydney University Museums

Location: Macleay Building A12, The University of Sydney NSW 2006

Phone Number: (02) 9036 5253

Fax Number: (02) 9351 7305

Web Address: www.usyd.edu.au/museums

Sydney University Museums comprises the Nicholson Museum of antiquities, the Macleay Museum of natural and cultural history and the University Art Gallery of visual arts.

The University of Sydney has public liability cover.

For more details on general safety information for the rest of the campus of the University of Sydney please contact the University of Sydney's Risk Management Office.

Risk Management Office:

Phone: (02) 9351 4127

Website: www.usyd.edu.au/risk/

In all medical, security or emergency matters at Sydney University Museums, Campus Security Services are notified immediately.

Campus Security Services:

Phone: (02) 9351 3333

Website: www.facilities.usyd.edu.au/security/

Activities Assessments

Activity/Program	Age Groups	Potential Risks	Control Strategies
<i>Arrival</i>	Years K-12+	Lost students Disabled Access	Schools should plan to arrive 10 minutes before their allocated session starting time. Buses may drop students off at the front of the Quadrangle (the clock tower). Buses cannot park on campus and will need to follow instructions of traffic wardens if there are specific disruptions to traffic (i.e. building works, graduation ceremonies, etc.). Information on public transport accessibility is available upon request. All areas of the Quadrangle and access to the Macleay Building is on flat ground. The Macleay Museum is accessible by lift but staff require advanced notice of student needs. The nearest disabled toilet is in the Quadrangle.
<i>Checking In</i>	Years K-12+	Lost students	Group entry to the Quadrangle should be through any of the public access routes, especially under the clock tower, which is wheelchair accessible. Entry to the Macleay Museum is via Gosper Lane, off Science Road.
<i>Cloaking</i>	Years K-12+	Lost property	Bags cannot be brought into the Museum. Storage facilities are not available so it is recommended students not bring bags and other valuables. The security of personal belongings cannot be guaranteed. Cameras are allowed in the Museum but food and drinks are prohibited from the Museum.
<i>Exhibition Galleries)</i>	Years K-12+	Trips and falls/ Student behaviour	On arrival, groups will be reminded of the safety rules. You will also be assisted with any other details relating to

		<p>Evacuation</p> <p>Bumping into Cases and Displays</p> <p>Lost Students</p> <p>Students Mixing with Public Visitors</p> <p>Touching Electrical Equipment</p> <p>Displays of Sensitive Material</p>	<p>the visit. Teachers should maintain direct supervision of their students at all times during their visit. Students must follow the instructions of the Education Officer(s) at all time.</p> <p>In the event of emergency students must follow the instructions of the Education Officer(s). There are two emergency exits, clearly marked. The assembly point is on the Botany Lawn, the city side of the Macleay Building. The Macleay Building has trained fire wardens and emergency wardens.</p> <p>Students are to be careful when moving around the galleries to avoid bumping into displays. Students are not permitted to touch displays.</p> <p>Students should not leave the building unless accompanied by an adult.</p> <p>The exhibition galleries are opened to the public at the same time as tours, and students need to be aware of ‘stranger danger’. Museum staff regularly patrol the galleries.</p> <p>Students are asked not to touch any power outlets, power cords or any audio-visual equipment that may result in electric shocks or burns.</p> <p>The Museum contains a number of displays of culturally sensitive materials that may cause distress to some visitors. Teachers are asked to warn students about this</p>
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			material, and inform the Education Officer(s) if the material is inappropriate to members of the group.
<i>Education Workshop Room</i>	Years K-12+	Access	The Education Room used for Artefact Workshops is located next to the public gallery of the Macleay Museum. Students must move quickly and quietly to and from the Room.
		Evacuation	The instruction of the Education Officer(s) must be followed in the event of an evacuation.
		Movement around the Room	All students are instructed to sit at the table and are requested not to move without the permission of the Education Officer. Artefacts and specimens must not be moved from the table.
		Handling of Artefacts and Specimens	Students are encouraged to handle as many specimens and artefacts as possible in this area of the excursion, but must follow the instructions of the Education Officer. Some of the material is fragile, so extreme care is required. All damages must be reported immediately to the Education Officer. Gloves must be worn while handling artefacts. Students are not permitted to bring any bags into the room. Students may not leave the room at the end of a session until the Education Officer has completed an inspection of the artefact trays, to prevent theft or damage to the artefacts.
		Interactive Activities	Costumes, role-playing and other activities conducted in the Museum must be supervised by teachers, and the students must follow the instructions of the Education Officer(s).

		Touching Electrical Equipment	Students must not touch the audio-visual or other electrical equipment in the Education Room.
<i>Lunch and Other Breaks</i>	Years K-12+	Trips and Falls	There is space on the front lawn of the University of Sydney for students to eat lunch. The Botany Lawn in front of the Macleay Building is also available and shaded. Lunches may also be eaten under the cloister of the Quadrangle building in rain or if shade is needed. Running is not permitted and noise must be kept at a minimum. Food outlets are available on campus.
		Lost students	Students must be supervised by teachers on breaks.
<i>Leaving The Museum</i>	Years K-12+	Lost Property	Report any lost property immediately to Museum staff.
		Lost Students	Keep students together and under direct supervision at all times. Conduct a head count before leaving the Museum inform staff if any students is unaccounted for. Noises must be kept at a minimum so as to not disturb other classes on campus.
<i>Quad Walks and Visits to Other University Museums</i>	Years K-12+	Trips and Falls	Larger groups often participate in other activities on the campus of the University of Sydney including visits to the Macleay Museum and the University Art Gallery, and guided tours of the historic Quadrangle. Students must keep noise to a minimum when walking around the campus and must watch where they are walking. Groups participating in the Quad Walk activity are reminded to bring hats and sun-block on sunny days. Students must always follow the instructions of the Education Officer(s).
		Lost students	Students must be supervised by teachers at all times when on the Quad Walk, or moving between University

		Students Mixing with the Public	Museum collections and venues. Students need to be aware of 'stranger danger'.
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Venue and Safety Information Sheets are available for school groups visiting the Nicholson Museum and University Art Gallery.

Equipment

Sydney University Museums will supply all basic stationery equipment and costumes used in activities. Schools are welcome to bring additional worksheets or equipment if they wish. Students are welcomed to photograph material in the collections for their studies.

Supervision

On arrival your group will be reminded of the safety rules, introduced to the areas of the Museum(s) you plan to visit, and assisted with any other details. The instructions of the Education Officer(s) must be followed. Teachers should maintain direct supervision of their students at all times during the visit. Every adult accompanying students is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museum. Larger groups will be divided into smaller groups of students to enable easier access to material. The maximum size of these smaller groups is usually 22-25 students. Each smaller group will require at least one teacher or responsible adult be present at all times.

Our Education Officers reserve the right to remove any student or students who are acting in an inappropriate manner, especially if it may lead to injuries to themselves, fellow students, members of the public or damage to the collections and museum resources.

Access

Access to the Sydney University Museums and the University of Sydney Quadrangle building in general is safe and without risk to health. There is wheelchair access to all parts of the Nicholson and Macleay collections. The University Art Gallery does not have wheelchair access. Toilets are available to all students.

Emergencies

Emergency procedures are in place at Sydney University Museums, and right across the campus of the University of Sydney. All Sydney University Museums staff and volunteers are trained to follow emergency and first aid procedures as established by Campus Security Services. In the event of an emergency, students must follow the instructions of the Education Officer(s) or other museums staff.

Construction/Maintenance

All repairs and other work conducted in Sydney University Museums and around the Quadrangle building of the University of Sydney is carried out by licensed personnel.

First Aid

First aid kits are set up in the galleries of the museum and the Education Workshop Room. All Sydney University Museums staff and volunteers are trained to follow emergency and first aid procedures as established by Campus Security Services. Trained first aid officers are available on the University of Sydney campus. The nearest hospital, Royal Prince Alfred Hospital, is only minutes away from the Museum.

Child-related Employment

All staff of Sydney University Museums directly involved in the School Education Program are screened and employed according to the definitions in the Commission for Children and Young People Act (1998) and the Child Protection (Prohibited Employment) Act (1998).

For more information contact the Nicholson Museum desk on (02) 9351 2812.