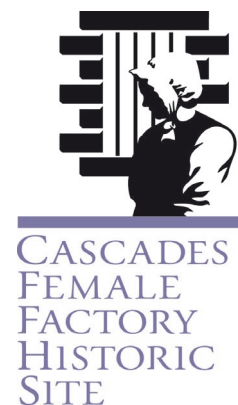


# PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

## CASCADES FEMALE FACTORY

### VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Cascades Female Factory Historic Site		
<b>Location</b>	16 Degraeves Street, South Hobart, Tasmania 7004		
<b>Phone number</b>	03 6233 6656	<b>Fax number</b>	03 6223 1556
<b>Web address</b>	<a href="http://www.femalefactory.org.au">www.femalefactory.org.au</a>		
<b>Insurance</b>	Does the venue have public liability insurance?		Yes



Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	Potential risks	Control strategies
Common to all programs	All students	CFF Education Program and Guide Training	Slipping on gravel and uneven/icy surfaces.	Instruct students to walk, not run. Close supervision and control by teachers & accompanying adults. Supervision by PAHSMA staff during activities. Visitors advised to wear closed, appropriate footwear. Orange safety cones used to indicate slippery surfaces
		Emergency evacuation training for all PAHSMA staff	Uneven steps, fragile fabric of the ruinous walls & buildings.	The PAHSMA website education link lists guidelines for students and encourages respect for the fabric of the site through appropriate interaction. Staff presence and signage warn of potential difficulties in some areas on site.
		Most PAHSMA staff hold current Workplace Level 2 First Aid	Sun exposure/cold or changeable weather	Schools ensure all students have hats & sunscreen and wear appropriate clothing or be prepared for changeable weather conditions.

Please note that the information provided above was current as at 10 July 2013. 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.

<b>Guided tours</b>	All students			Both tours are under the control of PAHSMA guides with school staff and accompanying adults supervising. All warnings and requirements are the same for these tours as for the main site.
<b>Common to all programs</b>	All students		Other incidents	Port Arthur Historic Site Management Authority does its best to ensure that all areas on site and inside buildings are safe for use by visitors. If unforeseen circumstances arise, PAHSMA staff will issue instructions for students' safety using the Emergency Management Plan (EMP). Assistance from teachers and accompanying adults in the supervision of students is anticipated in all circumstances.

<b>Supervision/services</b>	One or more PAHSMA staff are allocated to each guided activity depending on what type of activity and numbers of visitors/students involved. Group size restrictions apply to all activities; please see the Cascades Female Factory website Education link for details. Student behaviour, conduct and overall supervision while on the Cascades Female Factory Site are the responsibility of the school staff and accompanying adults at all times.		
	<b>First Aid kits are located in the Cascades Female Factory Visitor Centre</b>		
	Most staff members hold Workplace Level II First Aid certificates. Most areas of the Site are wheelchair accessible.		

<b>Access</b>	<i>Are access to and departure from the site safe and without risk to health?</i>	Yes
	<i>Is the venue wheelchair accessible?</i>	Yes
	<i>Are disabled toilets available?</i>	Toilets are available in the Visitor Centre

<b>Emergencies</b>	<i>Are emergency procedures in place at the site?</i>	Yes
	<i>Are staff trained to deal with emergency situations?</i>	Yes

<b>Construction/Maintenance/Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes
----------------------------------------	---------------------------------------------------------------------------------------	-----

Please note that the information provided above was current as at 10 July 2013. 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.