



VENUE AND SAFETY INFORMATION FOR STUDENTS VISITING NEWSTEAD HOUSE

The Board of Trustees of Newstead House recognises that safety is important and values the safety of people first. Please be aware that Newstead House is a heritage listed building and contains a large collection of important museum objects. The building and collections are very significant to the history of Queensland and as such we ask that you treat them with respect, and communicate this to your students.

On arrival at the house, all staff and students will receive a site induction to include emergency evacuation procedures and incident management. The Board of Trustees of Newstead House adheres to its comprehensive Workplace Health and Safety Plan. In the event of an emergency, NH staff will issue instructions for visitor safety using the Emergency Management Plan (EMP). Assistance from teachers and accompanying adults is required in all circumstances.

Venue Name	Newstead House			
Location	Newstead Park, Breakfast Creek Road, Newstead, Queensland, 4006			
Contact Name	Jennifer Garcia – Education Manager			
Phone Number	(07) 3216 1846			
Email	education@newsteadhouse.com.au			
Website	www.newsteadhouse.com.au			
Insurance	Newstead House has public liability insurance			
Activity / Program	Recommended age	Staff accreditation/ competence for this activity / program	Potential risks	Control strategies
Common to all programs, and tours	All students	Newstead House Education Program Training	Slipping on gravel and uneven surfaces.	<ul style="list-style-type: none"> ▪ Close supervision at the age appropriate adult/student ratio, and control by teachers & accompanying adults. ▪ Supervision by NH staff during activities. ▪ Managing group sizes. ▪ Reminding students to walk in the park and in house ▪ All visitors advised to wear closed, appropriate footwear. ▪ First Aid Kits available onsite.
		Emergency evacuation training for all NH staff	Injury due to impact with aged worn timber, masonry and glass in the building.	<ul style="list-style-type: none"> ▪ Students and other visitors are encouraged to respect for the fabric of the site through appropriate interaction. ▪ Staff presence and signage warn of potential difficulties in specific areas. ▪ First Aid Kits available onsite.
			Heat exhaustion/sunburn and exposure due to lack of shelter, protective clothing and fluids, and from changeable weather.	<ul style="list-style-type: none"> ▪ Schools ensure all students have hats & sunscreen and wear appropriate clothing or be prepared for changeable weather conditions. ▪ All students to carry a water bottle.



			Injury or death due to immersion in adjoining River or Creek	<ul style="list-style-type: none"> Students, teachers and accompanying adults to be aware that there are no barriers between the parkland and the river and the creek.
Supervision / Services	One or more NH 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 NH website Education link for details. Students' behaviour, conduct and overall supervision while visiting Newstead House are the responsibility of the school staff and accompanying adults at all times.			
	Newstead House has First Aid kits at locations throughout the House and the Sub-Station. NH staff members hold Workplace Level II First Aid certificates.			
Access	Are access to and departure from the site safe and without risk to health?		YES	
	Is the venue wheelchair accessible?	The House, main roads and paths and other buildings located in the Park have access. Most areas of the House are wheelchair accessible. A lift gives access between the ground floor and the first floor. The Park has a disabled drop off zone adjacent to Newstead House, and two disabled parking spaces. Paths in the Park are steep in places.		
	Are disabled toilets available?		YES	
Emergencies	Are emergency procedures in place at the site?		YES	
	Are staff trained to deal with emergency situations?		YES	
Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work?		YES	