

Venue and Safety Information for School Excursions

Venue Name: The Chau Chak Wing Museum

Location: University Avenue (Building F21), The University of Sydney, NSW, 2006

Contact: (02) 9351 8746; museums.education@sydney.edu.au; www.sydney.edu.au/museum

The Chau Chak Wing Museum comprises the Nicholson collection, the Macleay collections and the University Art collection.

The University of Sydney has public liability cover.

For further 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:

E risk.management@sydney.edu.au

In all medical, security or emergency matters at the Chau Chak Wing Museum, Campus Security Services are notified immediately. Campus Security Services:

T (02) 9351 3333 (emergencies) **T** (02) 9351 3487 (general enquiries) **W** [Further Emergency and personal safety information](#)

Activity/Program	Group details	Potential Risks	Control Strategies
Arrival	Years K-12	<p>Lost Students</p> <p>Accessibility</p> <p>Other Patrons</p>	<p>Schools should plan to arrive 10-15 minutes before their allocated session starting time in order to take a head count before the session.</p> <p>Buses may drop off students close to the museum at the front of the Fisher Library. 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.</p> <p>All areas of the Chau Chak Wing Museum are on flat ground or are accessible by elevator. Accessible toilets are available inside the Museum.</p> <p>Students should be reminded prior to the visit that they need to be mindful of other patrons, as well as standard “stranger danger” warnings.</p>
Checking In	Years K- 12	Lost students	Group entry to the University campus is through any of the public access routes. Entry to the Chau Chak Wing Museum is through the main entrance on University Place.
Cloaking	Years K- 12	Lost property	Small bags can be brought to the Museum. Limited storage facilities are available. As the security of personal



School Education Room-
the Chau Chak Wing Museum has a designated schools education room.

		<p>belongings cannot be guaranteed, it is strongly recommended that students leave valuables at home. Cameras are allowed in the Museum but food and drinks are prohibited.</p>
Years K- 12	<p>Access</p> <p>Evacuation</p> <p>Movement around the room</p> <p>Handling of Objects</p>	<p>The School Education Room used for object-based learning is located on level 3 of the Chau Chak Wing Museum and is fully accessible. Students must move quickly and quietly to and from the room so that they do not disrupt general public's enjoyment of the museum or other groups undertaking programs.</p> <p>The instruction(s) of the Education Officer(s) must be followed in the event of an evacuation. Emergency wardens will direct visitors to the exits in advent of an evacuation as per the emergency procedures.</p> <p>All students will be instructed to sit at the table and are requested not to move without the permission of the Education Officer. Objects must not be moved from the table.</p> <p>Students will be encouraged to handle as many objects as possible in this portion of the excursion but must follow the instructions of the Education Officer. Some of the materials are fragile, and extreme care is required. All damage must be reported immediately to the Education Officer. Gloves must be worn while handling objects. Students are not permitted to bring any bags into the room (exceptions will be made for medical equipment,</p>



Exhibition Galleries – The Chau Chak Wing Museum has 18 exhibitions over 4 levels

	<p>Interactive Activities</p> <p>Other spaces</p>	<p>such as EpiPens). To prevent theft or damage to the objects, the group may not leave the room at the end of a session until the Education Officer has completed an inspection of the object trays and accounted for all the objects.</p> <p>Costumes, role-playing and other activities conducted in the school education room and the Museum must be supervised by teachers, and the students must follow the instructions of the Education Officer(s).</p> <p>On occasion activities may be run in one of the museums Object Learning Studios or the multipurpose room, in the advent of such an occasion all the above control strategies would apply.</p>
<p>Years K- 12</p>	<p>Trips and Falls/ Student Behaviour</p> <p>Evacuation</p>	<p>On arrival, groups will be reminded of the safety rules and assisted with any other details relating to the visit. Teachers should always maintain direct supervision of their students during their visit. Students must always follow the instructions of the Education Officer(s).</p> <p>In the event of emergency students must follow the instructions of the Education Officer(s). There are x emergency exits, clearly marked. The assembly point is the lawns at the front of the Quadrangle, during the pandemic</p>



		groups are reminded to disperse rather than congregate in the assembly point.
	Bumping into Cases and Displays	Students are to be careful when moving around the galleries to avoid bumping into displays. Students are not permitted to touch objects displays.
	Lost Students	Students should not leave the exhibition space unless accompanied by an adult. Student to teacher ratios should not be more than 25 students per teacher or responsible adult.
	Students Mixing with Public Visitors	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 patrols the galleries.
	Touching Electrical Equipment	Students are asked not to touch any power outlets, power cords or any audio-visual equipment that may result in electric shocks or burns.
	Displays of Human Remains	The Museum contains several displays of mummified human remains and culturally sensitive materials that may cause distress or offence to some visitors. Teachers are asked to warn students about this material and inform the Education Officer(s) if the material is inappropriate to members of the group.



<i>Lunch and Other Breaks</i>	Years K- 12	Trips and Falls Lost Students	<p>There is space on the front lawn of the Quadrangle or on the Botany Lawn in front of the Macleay Building for students to eat lunch. Lunches may also be eaten in the museum forecourt 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.</p> <p>Students must be supervised by teachers on breaks.</p>
<i>Leaving the Museum</i>	Years K- 12	Lost property	<p>Report any lost property immediately to Museum staff. Students and teachers are reminded not to bring valuables to the museum.</p> <p>Always keep students together and under direct supervision. Conduct a head count before leaving the Museum and inform staff if any students are unaccounted. Noise must be kept at a minimum to not disturb other classes on campus.</p>
<i>Quad Walks and Visits to Other University Venues</i>	Years K- 12		<p>Larger groups often participate in other activities on the campus of the University of Sydney including visits to Fisher Library or the ThinkSpace, or 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).</p>



Covid-19 Pandemic

Self- guided visit

		<p>Students must always be supervised by teachers when on the Quad Walk or moving around campus.</p> <p>Students must always be supervised by teachers, and to be aware of 'stranger danger'.</p>
Years K – 12	Covid Safety	The Chau Chak Wing Museum is registered as Covid Safe with NSW Health and abiding by all current directives. Handwashing/sanitiser, social distancing, increased signage and reduced groups sizes are all being implemented.
Years K – 12	Lost Students	Self-guided visits must be booked with museum staff prior to visit and students must be briefed on appropriate behaviour within the museum space and with regard to other museum patrons. Students must no run or yell and must be mindful of the peaceful enjoyment of the museum by other students and visitors.

Equipment

The Chau Chak Wing Museum will supply all basic stationery, equipment and costumes used in activities. Schools are welcome to bring additional worksheets if they wish, please notify museum staff if you wish to do so. Students are welcome to photograph material in the collections for their studies.

Supervision

On arrival your group will be reminded of the safety rules, introduced the general layout of the museum and location of bathrooms and exits, 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 accompanying adult is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to handle students alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museum. Large groups will be divided into smaller groups of students to enable easier access to material. The maximum size of these smaller groups is usually 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 Chau Chak Wing Museum and the University of Sydney campus is in general safe and without risk to health. There is wheelchair access to all parts of the museum. Toilets are available to all students.

Emergencies

Emergency procedures are in place at the Chau Chak Wing Museum, and right across the University of Sydney's campus. All Chau Chak Wing Museum 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. University Security can be contacted on (02) 9351 3333.

Construction/Maintenance

All repairs and other work conducted in Chau Chak Wing Museum and around the museum grounds are carried out by licensed personnel.

First Aid

First aid kits are set up at regular intervals throughout the museum and the School Education Room. An Automated external defibrillator (AED) can be found in the Museums Foyer. All Chau Chak Wing Museum staff and volunteers are trained to follow emergency and first aid procedures as established by Campus Security Services; they can be contacted on (02) 9351 3333. Trained first aid officers are available throughout the University of Sydney campus. On campus the University Health Service offers a general practitioner and "walk in" service for staff, students and visitors. Priority is given to emergencies or those in pain or distress. The University Health Service: Level 3, Wentworth Building (G01), 9351-3484. The nearest hospital, Royal Prince Alfred Hospital, is only minutes away from the Museum.

Child-related Employment

All staff of the Chau Chak Wing Museum directly involved in the School Education Program and Front of House are screened and hold current Working With Children Checks, as in keeping with the Child Protection (Working With Children) Amendment (Statutory Review) Act 2018 (NSW).

For more information please contact the Assistant, Public Engagement on (02) 9351 8746 or via email: museums.education@sydney.edu.au.