

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue Name	Australian War Memorial		
Location	Treloar Crescent CAMPBELL ACT 2612		
Phone Number	02 6243 4268		
Email	School.bookings@awm.gov.au		
Web Address	www.awm.gov.au		
Insurance	Does the Australian War Memorial have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
AWM Safety Policy	The Memorial has a Work Health & Safety Policy recognising its responsibility and obligations, as outlined in the "Work Health and Safety Act 2011 (Cth)", to create and maintain a safe and healthy environment for all workers and other persons on site.		
Climate of the ACT	 <p>Weather is relatively dry with warm to hot summers and cool winters. January is the hottest month and July is the coldest. Being inland, the humidity is generally quite low and it is generally not very windy. The city is at an average elevation of 570m so nights are often clear and can be cool with frosts common in winter. UV radiation can be high, given our altitude and very clean air, so ensure you have adequate sun protection when outside during the day.</p>		
Emergencies	 <p>Are emergency procedures in place in the Galleries - available 24 hours a day? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • AWM Security services coordinate security and emergency management programs across the AWM • Emergency alert and evacuation tones systems are in systems across the AWM. In case of an emergency AWM Wardens will advise and direct all visitors on appropriate action. This includes coordination of ambulance attendance at AWM sites. • Education and Information Services have radio and phone access to Security at all times. 		

<p style="text-align: center;">Access</p> 	<p>Are access to and egress from the Gallery premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the Memorial wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are accessible toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Accessible toilets are available on the Galleries lower level and in Anzac Hall and at Poppy's Café (opposite the School's entrance) • General public toilets are available on each level within the Gallery. <p>Is an accessible passenger lift available within the Galleries? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p style="text-align: center;">Hospital – Casualty Services</p>  <p style="text-align: center;">Hospital</p> <p style="text-align: center;">Walk In Treatment Centres for minor Injury/Illness</p>	<p>Are Hospitals with casualty facilities available within Canberra? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Within Canberra there are two hospitals with casualty services available.</p> <ul style="list-style-type: none"> • Canberra Hospital, Yamba Drive, Garran, ACT Phone: (02) 6244 2222 <ul style="list-style-type: none"> ◦ Distance from AWM : 13.9 km (estimated vehicle travel time 16 minutes) • Calvary Hospital, Belconnen Way, Bruce ACT 2617 Phone: 02 6201 6111 <ul style="list-style-type: none"> ◦ Distance: 7.7 km (estimated vehicle travel time 13 minutes). <p>Are walk- in treatment centres available within Canberra for treatment of minor injury or illness? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Two Walk in Treatment Centre's are available in Canberra and provide free one-off advice and treatment for people with minor illness and injury. No appointment is necessary. They recommend that children under 2 years and people with complex or serious conditions should see a General Practitioner.</p> <p>Opening Hours: Open 7.30am to 10pm daily every day of the year, including Christmas Day and New Year's Day.</p> <ul style="list-style-type: none"> • Belconnen Walk-in Centre, Belconnen Community Health Centre, Corner Lathlain and Cohen Streets, Belconnen <ul style="list-style-type: none"> ◦ Distance from AWM : 10.5 km (estimated vehicle travel time 17 minutes) • Tuggeranong Walk-In Centre, Tuggeranong Community Health Centre, Corner Anketell And Pitman Streets, Tuggeranong <ul style="list-style-type: none"> ◦ Distance: 24.3km (estimated vehicle travel time 27 minutes).

<p>Incident Reporting and First Aid</p> 	<p>The AWM is committed to maintaining a safe environment. We have formalised incident reporting processes and encourage incident reporting in order to identify and address hazards. If a student/teacher experiences a 'near miss' or an injury we ask that the teacher in charge report this to either the AWM Education staff or an Information Assistant as soon as possible.</p> <p>Are first aid kits available for each activity? Yes ✓ <input type="checkbox"/> No</p> <p>Are there trained first aid officers at the Memorial? Yes ✓ <input type="checkbox"/> No</p> <p>Are Automated External Defibrillators available within the Gallery? Yes ✓ <input type="checkbox"/> No</p> <p>Is a first aid room available within the Galleries? Yes ✓ <input type="checkbox"/> No</p>
<p>Supervision / Services provided by the Memorial staff including briefings, guided tours and supervision of activities</p>	<ul style="list-style-type: none"> • Education staff welcome students; this includes showing staff and students a Memorial orientation DVD and processing of payment for facilitated programs. • Education staff facilitate education programs for students (accompanied by a teacher) in the Galleries and Commemorative Area. • Volunteers provide assistance in the Discovery Zone and Online Gallery.
<p>Child-Related Services 'Working with Vulnerable People' registration.</p>	<ul style="list-style-type: none"> • Memorial Education staff have <i>Working with Vulnerable People</i> registration. This registration is required for staff and volunteers who provide services to children within the ACT and is in accordance with the <i>Working with Vulnerable People (Background Checking) Act 2011</i>. • At all times, teachers are responsible for full supervision of their students whilst on excursion at the Memorial. • On booking, schools are advised that the minimum ratio is one accompanying adult to fifteen students. • All staff at the Memorial, paid and volunteer, undergo a police character and criminal record check as part of recruitment processes and on commencing volunteering with the Memorial .
<p>Other Requirements Requirements such as clothing, footwear and sun screen, that participants are required to bring.</p>	<ul style="list-style-type: none"> • Students and staff are advised to wear flat, no slip footwear to enable ease of movement across all Gallery floor surfaces including stairs and steps . • During winter months outdoor temperatures can be below zero in the morning and days not get above 10 degrees. Visitors are recommended to ensure appropriate warm clothing is worn. • During summer months it is recommended students and staff wear sun protection as UV radiation can be high due to the altitude in Canberra and the very clean air. Please ensure you have adequate sun protection to be worn during the day.

Australian War Memorial School Excursion Risk Assessment

Activity / Program	Recommended age group/ fitness level prerequisite skills	Staff accreditation/ competence for this activity	Potential Risks Hazards/risks related to each activity, program and the venue	Control Strategies Strategies for ensuring visitor safety for this potential risk
General Activities at the Australian War Memorial	All Ages	Trained Presenters	Medium Risk: Injury sustained on AWM site requiring first aid or emergency response support	<p>AWM Incident reporting processes operational to report all incidents/accidents and hazards and first aid on Memorial sites.</p> <p>AWM Security staff on site 24 hours a day, 7 days a week</p> <p>AWM trained Security staff coordinate security and emergency response across all AWM sites. Presenters are trained in emergency evacuation procedures.</p> <p>A First Aid Room and first aid kits are located throughout the Galleries.</p> <p>Phone and radio communications are available to Education and Information Assistant staff and enable prompt reporting of incidents and emergency response.</p> <p>Presenters avoid known hazards and forewarn staff and students of potential hazards.</p> <p>AWM electrical appliances are tested and tagged and well maintained.</p> <p>General Gallery maintenance and prevention programs are scheduled and implemented to identify hazards and controls to provide a safe Memorial.</p>

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Arrival and departure	All ages Ramp available to access the Education Orientation Space from the pathway	None required	<p>Low Risk</p> <p>Group arrives late for education program and prevents the group from attending the Education program.</p> <p>Medium Risk:</p> <p>Risk of motor vehicle incident due to the close proximity of students/staff to the public access road when alighting buses.</p> <p>Slips/trips/falls Injury on wet surfaces in rain.</p>	<p>Schools to plan for arrival at the Memorial 10 minutes before their booked entry time.</p> <p>Schools carry a mobile phone to advise the Memorial of possible lateness (phone 02 6243 4268), and supply the phone number to the Bookings Officer. <i>NB: Late arrivals to the Memorial may result in the school program being shortened or cancelled.</i></p> <p>Visiting school coordinators to ensure:</p> <ul style="list-style-type: none"> • Students and staff are ushered onto the footpath and grouped away from the road on exiting and returning to the bus/vehicle. • They manage the movement of students to the Memorial's Education Orientation Space. • Draw attention to the need for students and staff to show caution when paths are wet.
Bag Storage	All ages, no prerequisite skills	None required	<p>Lost property</p> <p>Damage to exhibits</p> <p>Student/staff have pre-existing medical condition that requires specific medical support. The medical/first aid supplies are unavailable leading to potentially increased risk to health.</p>	<p>The Memorial does not allow bags, food or drinks inside the building because of the risk of damage to exhibits and risk of spilled items causing trip hazards. It is preferred these items are left on the bus or coach, however, limited lockable storage is available in the Schools Orientation Space. Valuables should be carried.</p> <p>Teachers that need to carry bags in the Gallery are required to have their bags inspected by Security at the School's Entrance. This is a requirement under the Gallery Conditions of Entry Policy.</p> <p>Where students/staff have special medical needs such as severe allergies, teachers or school support staff are requested to carry a first aid bag or the medical supplies required to support the individual staff/student medical needs.</p>

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Education Programs	Refer to the AWM website regarding AWM Education program information and guidelines	None required	<p>Low risk: Slips/trips/falls when moving across various Gallery floor surfaces including marble and concrete stairs, concrete paths, wooden floors, carpet and tiles.</p> <p>Collision with exhibition displays, interactions with the public</p> <p>Health of staff and visitors compromised by children with contagious illnesses remaining in the Gallery.</p>	<p>School coordinators should prepare students beforehand with pre-visit activities to give them awareness of the subject matter they will be dealing with and of the importance of commemorating Australian sacrifice in war. Teachers are required to accompany students at all times.</p> <p>Teachers are responsible for ongoing supervision of students at all times. It is recommended teachers conduct regular headcounts to reduce the risk of a lost or missing student</p> <p>Public toilets are available on each level of the Memorial, including accessible toilets on the lower level and Anzac Hall.</p> <p>Teachers are responsible for alerting Education staff of sick children. Consideration must be given to excluding these children from entry if the health and safety of staff and visitors could be compromised by the illness.</p>
Teacher guided programs and movement around the Gallery Spaces	All ages, no prerequisite skills	Trained Information Staff and volunteers in attendance in Galleries at all times	<p>Low risk: Slips/trips/falls when moving across various floor surfaces including marble and concrete stairs, concrete paths, wooden floors, carpet and tiles.</p> <p>Collision with exhibition displays, interactions with the public.</p>	<p>Student movement is managed throughout the Galleries. Students will be advised of appropriate behavioural expectations and safety requirements prior to entry as part of the Education orientation session. This includes the requirement to walk and keep noise to a minimum within the Galleries and not engage in running, pushing and crowding. Students and staff are advised to wear non slip, flat footwear.</p> <p>Students and staff are advised to show caution when using steps and stairs and use handrails to support moving up and down stairs.</p> <p>Teachers are required to form small groups to facilitate ease of student access in restricted Gallery spaces and also assist with general visitor flow.</p>

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Teacher guided programs and movement around the Gallery Spaces <i>continued</i>	All ages, no prerequisite skills	Trained Information Staff and volunteers in attendance in Galleries at all times	<p>Lost/Missing Child</p> <p>Low risk</p> <p>Incident requiring emergency response occurs and students and teachers unaware of appropriate response leading to increased risk of incident or injury.</p>	<p>Teachers are responsible for ongoing supervision of students at all times. It is recommended teachers conduct regular headcounts to reduce the risk of a lost or missing student.</p> <p>The Memorial has formalised procedures for responding to reports of lost and found children. Procedures are coordinated by Security, Visitor Services and Education.</p> <p>Standard Operating Procedures are in place within the Gallery and school visitors are required to follow the directions of Education, Information and Security staff. Information Assistants in the galleries carry radios with direct contact with first aid officers and Security.</p>
<p>Discovery Zone Programs</p> 	All ages/no prerequisite skills	Presenters are trained by qualified and experienced educators and museum professionals	<p>Low risk</p> <p>Accidents or Incidents occur while handling and interacting with objects and exhibits in the Discovery Zone.</p>	<p>Standard Operating Procedures are in place within the D Zone and school visitors are required to follow directions of Education and Information staff and Volunteers.</p> <p>Information Assistants in the galleries carry radios with direct contact to first aid officers and Security.</p>

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Commemorative Area Program 	All ages/no prerequisite skills	Trained Information Staff in attendance in Commemorative Area at all times	<p>Low risk: Staff and students moving through the Commemorative area will access concrete stairs and pathways and there is a potential risk of tripping, or slipping.</p> <p>Low risk: Students/staff engage in behaviour that is considered disruptive to others with the potential for general visitors, veterans and families to feel offended and disrupt the ceremony.</p>	<p>During education programs, staff will draw attention to the need for caution in the Commemorative Area using steps and stairways and when concrete surfaces are wet.</p> <p>Behavioural expectations set during orientation to minimise disruptions to the public including the requirement for calm, quiet and respectful behaviour. .</p> <p>Teachers and accompanying adults to assist in management of students in this area.</p>
Last Post Ceremony 	All ages, no prerequisite skills	Trained Information Staff in attendance in Commemorative area at all times	<p>Medium risk: Staff and students moving through the Commemorative area will access concrete stairs and pathways and there is a potential risk of tripping, or slipping.</p> <p>Low risk: Students/staff engage in behaviour that is considered disruptive to others with the potential for visitors to feel offended and disrupt the ceremony.</p> <p>Schools do not book in to attend and participate in LPC and risk exclusion.</p> <p>Medium Risk: Students standing for up to 40 minutes (from gathering in the Commemorative courtyard until ceremony completion) with lack of appropriate clothing and hydration may result in them feeling unwell and possibly fainting.</p>	<p>Teachers and accompanying adults to assist in management of students in this area.</p> <p>Teachers are required to book in <u>to attend and participate</u> in the Last Post Ceremony. However, please note that space is limited and bookings cannot be guaranteed.</p> <p>Teachers are required to ensure that students are dressed to suit climatic conditions and appropriately hydrated for the LPC ceremony. Students may be required to stand in the area for up to 40 minutes (ceremony goes for approx. 10 -15 minutes).</p> <p>Information Assistants are in attendance during the Last Post Ceremony and carry radios with direct contact to first aid officers and Security.</p>