

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	National Museum of Australia			
<b>Location</b>	Lawson Crescent, Acton Peninsula, Canberra, ACT 2601			
<b>Phone number</b>	02 6208 5000	<b>Fax number</b>	02 8362 9625	
<b>Web address</b>	www.nma.gov.au			
<b>Insurance</b>	Does the venue have public liability cover? YES <input checked="" type="checkbox"/> No			
<b>Activity/program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence for this activity/program</b>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and departure	All ages	None required	Trip, fall in car park, hit by vehicle in car park	Designated drop off point for students onto footpath. Information sent to all bus companies on procedure relating to student set down and pick up.
Facilitated programs	P - 12	All facilitators, including volunteers, have been thoroughly trained in all programs and have undergone police checks.	Students injured or ill during program. Students wander away from group in galleries and becomes lost. Students behave inappropriately in galleries causing distress to other visitors and exhibits.	Security officers are trained in first aid. Large groups are broken into smaller manageable groups and supervised by education staff, volunteers and accompanying teachers and carers, Visitor services staff located in galleries and have two-way radios and can locate missing students. Museum protocol explained to students before entering galleries. Student behaviour monitored by education staff and accompanying teachers.
Teacher guided programs	P - 12	None required	Students injured or ill during program. Students wander away from group in galleries and becomes lost. Students behave inappropriately in galleries causing distress to other visitors and exhibits.	Security officers are trained in first aid. Visitor services staff located in galleries and have two-way radios and can locate missing students. Student behaviour monitored by education staff and accompanying teachers.

Bag Storage	P - 12	None required	Lost property	Schools are encouraged to leave bags locked in buses. The Museum has limited locked baggage storage available for schools.
Payment	Teachers	None required	Payment can be made in cash or cheque on the day of excursion or the school can be invoiced by the Museum.	Teachers can pay with school credit card on the day of the visit or sign a form which the Museum will use to invoice the school. School staff and Museum front of house staff will facilitate this process.
iPads and The Museum Game	5 - 12	None	NMA staff fail to ensure appropriate consents have been obtained for publication of team photographs on the museum website for school groups that play <i>The Museum Game</i> .	The risks have been assessed and controls have been put in place. See Learning Services Risk Management Plan document for further information.

#### Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

No PPE issued

Objects from the teaching collection

Digital cameras, iPads, microphones

Paper, pencils, work cards, clipboards

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?

YES  No

#### Other requirements

Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue

Closed footwear, drinks, hats, sunscreen required for 'Canberra's History: Site Study'

#### Supervision/services

List services provided by venue including briefings, guided tours, supervision of activities etc

Groups who are not undertaking a facilitated program receive an orientation to the Museum. Groups undertaking a facilitated program have between 30 minutes to 2 hours with an educator or a volunteer.

#### Access

Are access to and egress from the premises safe and without risk to health?

YES  No

Is the venue wheelchair accessible?

YES  No

Are disabled toilets available?

YES  No

<b>Emergencies</b>	<p>Are emergency procedures in place in the venue? YES <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? YES <input type="checkbox"/> No <input checked="" type="checkbox"/> First aid officers on site</p>
<b>Construction/ Maintenance/ Repair</b>	<p>Are licensed personnel used for all construction, maintenance and repair work? YES <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>First Aid</b>	<p>Are first aid kits available for each activity? YES <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? YES <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? YES <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Child-related employment</b>	<p>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? YES <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</p> <p><b>This section is N/A for the National Museum of Australia as we are not based in NSW.</b></p> <p>If your organisation is registered with an Approved Screening Agency in NSW,</p> <p>Have all employees and others undertaking work (including volunteers) undergone employment screening? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Communities on (02) 9836 9200.</p>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.