

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSION

<b>Venue Name</b>	National Capital Exhibition (NCE)		
<b>Location</b>	Queen Elizabeth Terrace, East Space Commonwealth Place		
<b>Phone Number</b>	02 6272 2902		
<b>Web Address</b>	<a href="http://www.nca.gov.au">www.nca.gov.au</a>		
<b>Insurance</b>	Does the venue have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Activity / Program</b> (Please list)	<b>Recommended age group / fitness level / prerequisite skills</b>	<b>Staff accreditation / competence</b> for this activity / program	<b>Potential Risks</b> List hazards / risks related to each activity / program and the venue	<b>Control Strategies</b> Outline strategies for ensuring visitor safety for this potential risk
<b>Arrival and departure</b>	All Ages and abilities	Not Applicable	Late for program  Trip/fall/near miss in car park	Plan to be at the NCE and alight from the bus no less than 5 minutes before start time of booked tour or program. Advise NCE by phone (02 6272 2902) of any possible delays. Late arrivals may have their program shortened.  Stop only at designated drop off point for students with direct access to footpath.
<b>Facilitated programs</b>	All Ages and abilities	All facilitators, including volunteers, have been trained in all aspects of the NCE and have undergone police security checks. All staff and Volunteers have current ACT Working with Vulnerable People cards	Student injured or ill during the program.  Student wanders away from group in NCE and becomes lost.	Supervising adults should remain with the group at all times. First Aid kit on site for emergencies only.  Visiting groups are to carry their own first aid kits and are responsible for the administration of first aid to their group.  One segments depend on weather of Imagining the capital could be facilitated outside exhibition space. Therefore

			Student behaves inappropriately in NCE disrupting other visitors or causing damage to exhibits.	<p>school are advised to bring appropriate sun protection for their students and teachers.</p> <p>Maximum group size is 30 students per facilitator and a supervising adult must accompany each group.</p> <p>Student behaviour monitored and controlled by supervising adults.</p>
<b>Self-guided program</b>	not available for school groups	Not Applicable	Not Applicable	Not Applicable
<b>Bag storage</b>	Not Applicable	Not Applicable	Lost property	Schools are encouraged to leave school bags on buses. Bags left at NCE are done so at own risk and the NCA accepts no responsibility for lost items.
<b>Students Behaviour at the Exhibition</b>	All ages	Not Applicable	<p>Disruptive students showing lack of respect for other school groups/other visitors and/or staff/volunteers.</p> <p>Students damage exhibits.</p>	Supervising adults are required to stay with their students at all times and ensure appropriate behaviour.
<b>First Aid</b>		Volunteers and staff are not trained in First Aid	Student injured or ill during the program.	Visiting groups are to carry their own first aid kits and are responsible for the administration of first aid to their group

<b>Equipment</b> List any equipment, including personal protective equipment, to be provided for use during the activities / programs
Hats

Is all equipment at the venue maintained in accordance with the WHS ACT and regulations and appropriate standards?

Yes  No

<p><b>Other Requirements</b> 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.</p>	<p>Dependent on weather, sections of the education program could move outside. Advise students to bring sun hats</p>		
<p><b>Supervision / services</b> List services provided by venue staff including briefings, guided tours, supervision of activities etc.</p>	<p>Students are to remain in the company of supervising adults at all times. Staff at the NCE are able to provide school tours, personal tours, guided tours and briefings, however supervising adults are required to be present for the entire duration of each school program to supervise the group attending.</p>		
<p><b>Access</b></p>	<p>Are access to and egress from the premises safe and without risk to health?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
	<p>Is the Venue wheelchair accessible?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
	<p>Are disabled toilets available?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>Emergencies</b></p>	<p>Are emergency procedures in place in the venue?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
	<p>Are staff trained to deal with emergency situations?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><b>Construction / Maintenance / Repair</b></p>	<p>Are licensed personnel used for all construction, maintenance and repair work?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>