



Venue and safety information for school excursions

Work Health and Safety Directorate

Venue name	National Electoral Education Centre (NEEC)			
Location	Canberra			
Phone number	1800 020 067	Fax number	02 6271 4535	
Web address	www.aec.gov.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Audiovisual, touch screens (interactive) and mock election with a trained Electoral Educator (EE)	Suits children - adults. No fitness level or other prerequisites needed	Staff are trained at the NEEC and assessed for competency. Staff are reassessed at approximately six monthly intervals	Entrance steps are roughened concrete and internal courtyard paving become wet in the rain.	Children are moved in an orderly manner and accompanied by a responsible adult. There are trained first aid officers at the EEC.
			Fire	Evacuation procedures are in place and regularly tested. Trained fire wardens are on hand. Extinguishers are in place and checked.
Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				

All electrical equipment is encased and power points are behind skirting boards.

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes No

<p>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</p>	<p>There are no special dress requirements. The NEEC has some spare clothing if students soil their clothing.</p>
<p>Supervision/services List services provided by venue including briefings, guided tours, supervision of activities etc</p>	<p>The NEEC provides information and activities regarding Federal elections and voting. Most visitors attend as part of a school group and are accompanied by a teacher and other adults. All groups are guided by a trained Electoral Educator. Teachers remain responsible for their students.</p>
<p>Access</p>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Emergencies</p>	<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 checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Construction/ Maintenance/ Repair</p>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>First Aid</p>	<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>
<p>Child-related employment</p>	<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 checked="" 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> <hr/> <p>If your organisation is registered with an Approved Screening Agency in NSW, 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.