

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSION

Venue Name	National Capital Exhibition (NCE)			
Location	Barrine Drive, Commonwealth Park, Parkes ACT			
Phone Number	02 6272 2902			
Fax Number	02 6273 4427			
Web Address	www.nca.gov.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity / Program (Please list)	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence for this activity / program	Potential Risks List hazards / risks related to each activity / program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Arrival and departure	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. Teachers and carers to advise all students on caution usual in an area open to the general public
Facilitated programs	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	Student injured or ill during the program. Student wanders away from group in NCE and becomes lost. Student behaves inappropriately in NCE	Supervising adults are to 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. Maximum group size is 30 students per facilitator and a supervising adult must

		Vulnerable People cards	disrupting other visitors or causing damage to exhibits.	<p>accompany each group.</p> <p>Student behaviour monitored and controlled by supervising adults.</p> <p>The NCE is monitored by CCTVs</p>
Self-guided program	All Ages and abilities Availability on weekends only	Not Applicable	Student behaves inappropriately in NCE disrupting other visitors or causing damage to exhibits.	<p>Maximum group size is 30 students per supervising adult, who MUST stay with the group at all times.</p> <p>Student behaviour monitored and controlled by supervising adults.</p> <p>The NCE is monitored by CCTVs</p>
Bag storage	Not Applicable	Not Applicable	Lost or stolen property	Schools are advised to leave all bags on buses. Bags left at NCE are done so at own risk and the NCA accepts no responsibility for lost items.
Emergency Evacuation	Not Applicable	Chief fire warden or deputy wardens/trained staff on site during program	Emergency situations such as Fire Flood Bomb threats	<p>Supervising adults are required to stay with their students at all times and ensure appropriate behaviour.</p> <p>Students will be briefed before program begins on general evacuation procedures and assembly location</p> <p>NCE Staff and Volunteers to escort teachers and students to assembly areas</p>
First Aid		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

Equipment List any equipment, including personal protective equipment, to be provided for use during the activities / programs
Activity booklets, lead pencils, clipboards
Is all equipment at the venue maintained in accordance with the WHS ACT and regulations and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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.	Not Applicable
Supervision / services List services provided by venue staff including briefings, guided tours, supervision of activities etc.	Students are to remain in the company of supervising adults at all times. Staff at the NCE are able to provide education programs, 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.
Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is the Venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction / Maintenance / Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>