

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	High Court of Australia		
Location	Parkes ACT 2600		
Phone Number	(02) 62706811	Email	karina.edwards@hcourt.gov.au
Web Address	www.hcourt.gov.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No		

Activity / Program <i>Please list</i>	Recommended age group/fitness level / prerequisite skills	Staff accreditation / competence <i>For this activity / program</i>	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>
Arrival & departure	All age groups	None required	Early or late arrival	Pre-booked times. All visitors will pass through security screening. Phone and advise of delay as late or early arrivals can create difficulties for other groups.
Entering and leaving the building	All age groups	None required	Traffic hazards	Teachers required to supervise students moving into and out of building and from the building to bus parking.
Guided tour	All ages (school groups preferably not less than Year 5)	All staff and court guides undergo a national criminal history record	There are no recorded hazards or risks associated with this activity.	Teachers supervise students at all times. Enclosed footwear is

	No fitness level required No skill level required	check (commonly known as a police check) and a Working with Vulnerable People (WVP) check at appointment.	Wheelchair dependent participants must use the lifts and the school must supply a person to push the wheelchair.	desirable.
Internal movement around the building	All age groups	None required	Internal ramp balustrades are 900mm high.	Teachers must supervise students moving in the building at all times. Students must not to lean on, lean over or slide on balustrades. It is the teacher's responsibility to enforce this.
Bag Storage	All age groups	All bags are secured with MSS Guards.	Theft	Groups are advised to leave all bags on the bus. Bags brought into the building are secured centrally.

Equipment

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

No personal or protective equipment is required.

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.

Photographs may be taken throughout the building and in the courtrooms, however, guides will cloak all electronic equipment, including cameras and mobile phones prior to entering a sitting courtroom.

Supervision / services <i>List services provided by the venue staff including briefings, guided tours, supervision of activities etc.</i>	<p>Court Guides give presentations to groups about the role and function of the Court. All tours require at least one teacher or school appointed adult to supervise and be responsible for students, with a minimum adult to student ratio of 1 adult for every 25 children. No activity will be allowed without a teacher or school appointed adult in attendance.</p>
Access	<p><i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are toilets available for visitors with a disability</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Construction / Maintenance / Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<p><i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Child-related Employment	<p>At all times teachers are responsible for full supervision of students whilst visiting the High Court. All Court Guides undergo a national criminal history record check (commonly known as a police check) and a Working with Vulnerable People (WVP) check at appointment.</p>