

## Australian Electoral Commission - National Electoral Education Centre Risk Assessment

<b>Venue Name</b>	<b>National Electoral Education Centre (NEEC)</b>		
<b>Location</b>	<b>Senate Wing, Old Parliament House, King George Terrace, Parkes ACT 2600</b>		
<b>Contact details</b>	<b>Telephone:</b> 1800 020 067	<b>Email:</b> <a href="mailto:neec@aec.gov.au">neec@aec.gov.au</a>	
<b>Website</b>	<a href="https://education.aec.gov.au/">https://education.aec.gov.au/</a>		
<b>Insurance</b>	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Supervision</b>	Duty of care requires that all students must be accompanied by a teacher or responsible adult at all times whilst at the National Electoral Education Centre. Two accompanying adults are required for each group that attends a program. Accompanying adults are responsible for the well-being and supervision of students in their care. Unsafe behaviours toward staff or the premises will not be tolerated. In such circumstances, or if inadequate supervision is provided, the Australian Electoral Commission reserves the right to terminate a program.		
<b>Working With Children Checks</b>	All staff at the Australian Electoral Commission are required to undergo police checks before commencing work.  Staff at the National Electoral Education Centre are required to be registered under the ACT Working With Vulnerable People (Background Checking) Act 2011. All current staff are registered, and new staff members are required to obtain registration upon commencement.		
<b>First Aid</b>	<p>Is there a trained first aid officer at the NEEC? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available within the NEEC? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Students remain in the care of their own teachers/supervisors whilst at the NEEC. If required, the use of the first aid room will be offered to the teacher. Ambulances, if required, are called by teachers/supervisors who may use the NEEC office phone if this is more efficient than their own mobile phone. If the person requiring medical assistance is the teacher/supervisor, NEEC staff are able to make the call. NEEC staff will not administer any medication.</p> <p>Canberra Hospital is located 9.4km from the NEEC. Canberra Hospital has an emergency department.</p>		
<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 checked="" type="checkbox"/> No <input type="checkbox"/></p>		

<b>Access</b>	Is 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"/>
<b>Construction</b>	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Equipment</b>	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Name of school: Name of principal: Description and location of excursion: Date(s) of excursion:	Group/class: _____ Name of excursion coordinator: _____ Contact number: _____ Accompanying staff, parents, caregivers, volunteers: _____
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Hazard/Risk identification	Risk Rating	Risk Management Plan – Control measures	Responsibility
Entrance steps are roughened concrete. Child could sustain a graze or cut if they fell onto the rough cement on entrance steps.	Likelihood - Low Impact - Low	<ul style="list-style-type: none"> <li>• Children to enter in an orderly manner.</li> <li>• First Aid officer and first aid kit are available should an injury occur.</li> </ul>	Teachers  First Aid Officer
Fire, bomb or chemical incident	Likelihood – Low Impact - High	<ul style="list-style-type: none"> <li>• NEEC has procedures in place to check incoming mail.</li> <li>• Fire evacuation procedures are in place and tested on a regular basis.</li> <li>• NEEC has trained fire wardens.</li> <li>• Fire extinguishers in place and regularly checked.</li> </ul>	NEEC
Paved areas where child/adult could slip if wet	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> <li>• Non-slip mats are placed out on walkways in the event of rain.</li> <li>• Children to move in an orderly manner from one room to another.</li> <li>• First Aid Officer and First Aid kit are available should an injury occur</li> </ul>	Teachers  First Aid Officer
Electrical equipment	Likelihood - Low Impact - Medium	<ul style="list-style-type: none"> <li>• All electrical equipment is encased.</li> <li>• Power points are hidden behind the skirting boards.</li> <li>• Equipment is tested and tagged regularly.</li> <li>• First Aid Officer and First Aid kit are available should an injury occur.</li> </ul>	NEEC

Hazard/Risk identification	Risk Rating	Risk Management Plan – Control measures	Responsibility
Personal safety of child	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> <li>• Teachers are responsible for supervising children at all times while in the NEEC.</li> <li>• NEEC policy is that no child should be left unaccompanied. An accompanying adult is required to accompany students to the facilities.</li> <li>• Toilets are within the premises and are to be used exclusively by visiting students.</li> <li>• There are security locks on all NEEC entrances.</li> <li>• Emergency health and safety procedures are in place to handle any incident.</li> </ul>	Teachers  NEEC
If the internal security door between the men’s toilet and training rooms is inadvertently locked, children will need to go to the front door to enter.	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> <li>• There is a sign to direct anyone locked out to go around to the front door of the Centre.</li> <li>• Teachers are responsible for supervising children and to prevent them from wandering.</li> </ul>	Teachers
Sick child could impact on group presentations and spread germs.	Likelihood – Low Impact - Medium	<ul style="list-style-type: none"> <li>• Teachers are responsible to look after sick children.</li> <li>• Buckets are in place in all rooms.</li> <li>• There is a contract in place with cleaners for special requirements.</li> <li>• A sick bay is available in the NEEC.</li> <li>• Disinfectant spray is always available.</li> </ul>	Teachers  NEEC will provide equipment and relevant assistance.

Venue and safety information reviewed and attached: Yes / No

Plan prepared by:

Position:

Date:

Prepared in consultation with:

Communicated to:

<b>Additional information</b>	
<b>Food and drinks</b>	Please leave all food and drinks on the bus. If a student requires food or water for a medical reason, please alert the presenter.
<b>Filming</b>	Photographs are permitted in some areas of the NEEC. The presenter will inform the group when photography is allowed. Filming of the program is not permitted at any time.
<b>Personal Belongings</b>	Please leave all personal belongings including bags, phones, cameras, wallets, on the bus.

Please note that the information provided is current as at 08/10/2019. This information is provided to assist teachers in risk management planning for school excursions. If any further information is required, please contact the attraction directly.