



### VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue	High Court of Australia		
Location	Parkes ACT 2600		
Phone Number	02 6270 6811	Email	bookings@hcourt.gov.au
Web Address	<a href="http://www.hcourt.gov.au">www.hcourt.gov.au</a>	Group bookings	<a href="http://www.hcourt.gov.au/about/tour-bookings">www.hcourt.gov.au/about/tour-bookings</a>
Insurance	Does the venue have public liability cover?	Yes <input checked="" type="checkbox"/>	No
First Aid	Is there a trained first aid officer at the High Court?	Yes <input checked="" type="checkbox"/>	No
	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No
	Is a first aid room available?	Yes <input checked="" type="checkbox"/>	No
Emergencies	Are emergency procedures in place at the High Court?	Yes <input checked="" type="checkbox"/>	No
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/>	No
Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/>	No
	Is the High Court wheelchair accessible?	Yes <input checked="" type="checkbox"/>	No
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/>	No
Construction/Maintenance/ Repair	Are licensed personnel used for all construction, maintenance, and repair work?	Yes <input checked="" type="checkbox"/>	No
Working with Children	All staff working with children and young adults undergo a police security check and ACT 'Working with Vulnerable People' background check.		
Duty of Care	At all times teachers are responsible for full supervision of students whilst visiting the High Court. A teacher or responsible adult associated with the school should accompany students when using the toilets. Please bring sufficient staff to ensure that supervision is possible. Teachers and accompanying adults are to ensure that student behaviour is respectful whilst in the High Court, especially if privileged to observe a sitting court.		
Photography and filming	Photographs may be taken throughout the building and in the courtrooms, however, Court Guides will ask for all electronic equipment, including mobile phones, to be turned off prior to entering a sitting court. Filming of tour is not permitted.		



Activity/Program	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/competence	Potential Risks	Control Strategies
Arrival and departure	<p>All age groups and abilities</p> <p>Please notify prior to visit of any students in wheelchairs – accessible entry can be arranged at Ground Level if required</p>	None required	<p>Early or late arrival</p> <p>Individual trips or falls during movement to building</p> <p>Traffic hazards</p>	<ul style="list-style-type: none"> <li>• Recommend arriving no more than 10 minutes early for booked tour</li> <li>• Please phone to advise of any delay in your impending arrival</li> <li>• Court Guides ensure that booked groups are met promptly and escorted through security as quickly as practicable</li> <li>• Students, teachers, and adults to be mindful of footpaths when moving towards and from the High Court</li> <li>• Buses must set down student at the national Portrait gallery set down area off King Edward terrace. Students will not be permitted to enter from Parkes Place due to traffic hazards</li> </ul>
Entering and leaving the building	All age groups and abilities	None required	<p>Individual trips or falls during movement into building</p> <p>Airport scanner-type security checks are conducted by MSS Guards upon entry.</p>	<ul style="list-style-type: none"> <li>• Teachers and adults are required to supervise students moving into and out of the building</li> <li>• Items not permitted in the High court (for example scissors and other sharp objects) will be collected and returned at the end of your visit.</li> <li>• It is recommended student backpacks remain at school or on bus, bags will be cloaked unless carrying first aid</li> </ul>



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Guided tour	All age and abilities.  It is recommended school groups Year 5 and above	All staff and Court Guides undergo a national criminal history record check (commonly known as a police check) and hold current ACT Working with Vulnerable People cards	There are no recorded hazards or risks associated with this activity  Wheelchair dependent participants must use lifts and the school must supply a person to push the wheelchair	<ul style="list-style-type: none"> <li>• Teachers supervise students at all times, no running is permitted in the building</li> <li>• Enclosed footwear is recommended</li> </ul>
Internal movement around the building	All age groups and abilities	None required	Internal ramp balustrades are 900mm high	<ul style="list-style-type: none"> <li>• Teachers must always supervise students moving in the building</li> <li>• Students must not to lean on, lean over or slide on balustrades. It is the teacher's responsibility to enforce this.</li> </ul>
Bag storage	All age groups	All bags and large jackets are to be securely cloaked with MSS Guards upon entry	Theft	Groups are advised to leave all bags at school or on the bus; bags will be cloaked unless carrying first aid
COVID-19 Safe requirements	All age groups	None required	Students, teachers, and/or accompanying adults contract and spread COVID-19	In response to COVID-19 the High Court has in place the following arrangements: <ul style="list-style-type: none"> <li>• Court Guides will request assurance from teachers that no member of the group is unwell;</li> <li>• Group size limit 27 per group to allow for social distancing; larger groups will be split</li> <li>• Maximum time in the High Court building will be 60 minutes;</li> </ul>



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				<ul style="list-style-type: none"><li>• Only one group will be permitted in the building at one time;</li><li>• Frequent cleaning regime undertaken throughout the public areas including high-traffic areas and high-touch items;</li><li>• Additional cleaning before and after each group;</li><li>• Hand sanitiser stations available throughout the building;</li><li>• COVID-19 safe signage prominently displayed;</li><li>• Mobility equipment sanitised after each use;</li><li>• Small exhibition areas and spaces closed;</li></ul>
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