

Australian Electoral Commission - National Electoral Education Centre Risk Assessment

Venue Name	National Electoral Education Centre (NEEC)	
Location	Senate Wing, Old Parliament House, King George Terrace, Parkes ACT 2600	
Contact details	Telephone: 1800 020 067	Email: neec@aec.gov.au
Website	https://education.aec.gov.au/	
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Supervision	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.	
Working With Children Checks	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.	
First Aid	<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>	

COVID-19 safety measures	<p>Measures to ensure the safety of NEEC visitors and staff have been implemented, including changes to our program and additional site cleaning. Further information is provided in our Group Size and Booking Policy.</p> <p>Do not visit the NEEC if a student or accompanying adult is feeling unwell or has any symptoms of COVID-19. Groups who visit the NEEC with a sick member may be declined entry or asked to leave. Teachers remain responsible for ensuring that sick students and adults do not attend the NEEC. Teachers should contact the NEEC if a member of your group develops symptoms of COVID-19 after your visit.</p>
Emergencies	<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>
Access	<p>Is 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>
Construction	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Equipment	<p>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"/></p>

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:	Number in group/class:
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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"> • Children to enter in an orderly manner. • First Aid officer and first aid kit are available should an injury occur. 	Teachers First Aid Officer
Fire, bomb or chemical incident	Likelihood – Low Impact - High	<ul style="list-style-type: none"> • NEEC has procedures in place to check incoming mail. • Fire evacuation procedures are in place and tested on a regular basis. • NEEC has trained fire wardens. • Fire extinguishers in place and regularly checked. 	NEEC
Paved areas where child/adult could slip if wet	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> • Non-slip mats are placed out on walkways in the event of rain. • Children to move in an orderly manner from one room to another. • First Aid Officer and First Aid kit are available should an injury occur 	Teachers First Aid Officer
Electrical equipment	Likelihood - Low Impact - Medium	<ul style="list-style-type: none"> • All electrical equipment is encased. • Power points are hidden behind the skirting boards. • Equipment is tested and tagged regularly. • First Aid Officer and First Aid kit are available should an injury occur. 	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"> • Teachers are responsible for supervising children at all times while in the NEEC. • NEEC policy is that no child should be left unaccompanied. An accompanying adult is required to accompany students to the facilities. • Toilets are within the premises and are to be used exclusively by visiting students. • There are security locks on all NEEC entrances. • Emergency health and safety procedures are in place to handle any incident. 	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"> • There is a sign to direct anyone locked out to go around to the front door of the Centre. • Teachers are responsible for supervising children and to prevent them from wandering. 	Teachers
A sick student or adult attends a session at the NEEC.	Likelihood – Low Impact - High	<ul style="list-style-type: none"> • Teachers are responsible for ensuring students and accompanying adults do not visit the NEEC if feeling unwell or displaying symptoms of COVID-19, per the NEEC Group Size and Booking Policy. Groups who visit the NEEC with a sick member may be declined entry or asked to leave. • Teachers should contact the NEEC if a member of a group develops symptoms of COVID-19 after their visit. • Program spaces and high touch surfaces are cleaned between each school group. • Disposable or single-use items will be used during the simulated polling activity. Items that are not single use will be cleaned between each session. 	Teachers NEEC

		<ul style="list-style-type: none"> • Signage with hygiene advice, and hand sanitiser stations are provided throughout the building. • AEC staff members must maintain social distancing precautions with students, limiting staff to student transmission. • NEEC maintains records of visiting school groups which can be used in the case contact tracing is required. 	
Venue and safety information reviewed and attached: Yes / No Plan prepared by: _____ Position: _____ Date: _____ Prepared in consultation with: _____ Communicated to: _____			

Additional information	
Food and drinks	Please leave all food and drinks on the bus. If a student requires food or water for a medical reason, please alert the presenter.
Filming	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.
Personal Belongings	Please leave all personal belongings including bags, phones, cameras, wallets, on the bus. Cloakroom facilities are not available.

Please note that the information provided is current as at 16/07/2020. 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.