

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	National Museum of Australia			
Location	Lawson Crescent, Acton Peninsula, Canberra, ACT 2601			
Phone number	02 6208 5000	Fax number	1300 756 587	
Web address	www.nma.gov.au			
Insurance	Does the venue have public liability cover? YES <input checked="" type="checkbox"/> No			
Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	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 and departure	All ages	None required	Trip, fall in car park, hit by vehicle in car park	Designated drop off point for students. Information sent to all bus companies on procedure relating to student set down and pick up.
Museum-guided programs	F–12	All Museum facilitators, including volunteers, have been thoroughly trained in all programs and have undergone Working with Vulnerable People checks.	Students injured or ill during program. Students wander away from group in galleries and become lost. Students behave inappropriately in galleries causing distress to other visitors, or harming exhibits.	Security officers are trained in first aid. Large groups are broken into smaller manageable groups and supervised by education staff, volunteers and accompanying teachers and carers. Visitor services staff located in galleries have two-way radios to help locate missing students. Museum protocol explained to students before entering galleries. Student behaviour monitored by education staff and accompanying teachers.
Teacher-guided programs	F–12	None required	Students injured or ill during program. Students wander away from group in galleries and become lost. Students behave inappropriately in galleries causing distress to other visitors, or harming exhibits.	Security officers are trained in first aid. Visitor services staff located in galleries and have two-way radios and can locate missing students. Student behaviour monitored by education staff and accompanying teachers.
Bag storage	F–12	None required	Lost property	Schools are encouraged to leave bags locked in buses. The Museum has limited locked baggage storage available for schools.

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Payment	Teachers	None required	Payment can be made in cash or cheque on the day of excursion or the school can be invoiced by the Museum.	Teachers can pay with school credit card on the day of the visit or sign a form, which the Museum will use to invoice the school. School staff and Museum front of house staff will facilitate this process.
Equipment				
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
No personal protective equipment issued			Objects from the teaching collection	
iPads			Paper, pencils, work cards, clipboards	
<i>Is all equipment at the venue maintained in accordance with WHS regulations, appropriate standards and codes of practice?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Other requirements				
<i>Where relevant, list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>	Closed footwear, water bottle, hat and sunscreen required for <i>Canberra's History: Site Study</i>			
Supervision/services				
<i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Groups who are not undertaking a Museum-guided program receive an orientation to the Museum. Groups undertaking a Museum-guided program have between 30 minutes to 2 hours with an educator or a volunteer.			
Access				
	<i>Is access to and egress from the premises safe and without risk to health?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are disabled toilets available?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Emergencies				
	<i>Are emergency procedures in place in the venue?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> YES <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Construction/maintenance/repair				
	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<p>First aid/medical emergencies</p>	<p><i>Are first aid kits available at the venue for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where are the first aid kits located? In the security office.</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>How can this person be contacted if needed? Security staff are first aid officers. These staff are located throughout the Museum and can be contacted by phone or portable radio by visitor services officers.</p> <p><i>Is a first aid room available at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where is the first aid room located? In the corridor off the Main Hall (just past the cloakroom) and can be accessed by contacting security staff.</p> <p>If a medical emergency occurs, what is the venue's procedure? Call 000 in the first instance, and then visitor services officers to contact security, who can provide basic first aid.</p> <p>How can emergency service vehicles and personnel access the venue? Emergency vehicle parking is available on the concourse. Access to the Museum is through the main doors and access corridor doors.</p> <p>If a medical evacuation is required what is the process? Call 000 – attending emergency services will determine the nature of the medical emergency and what assistance is required.</p> <p>Is the Emergency+ app available to personnel at the venue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Our security/first aiders only carry portable radios and are not issued with smartphones.</p> <p>What is the distance and location of the nearest hospital or other medical facility? Calvary Hospital is 10.2 km. The Canberra Hospital at Woden is 13.4 km. Please note attending emergency services may choose to evacuate to either hospital's emergency department.</p> <p>What communication system is to be used if there is no mobile phone reception? All Museum security staff and visitor service officers carry portable radios.</p>
<p>Potential tree zones</p>	<ul style="list-style-type: none"> - Entrance and egress from the Museum via the bus area is free of trees. - External lunch area under shade sails is free of trees. - There are trees in the Garden of Australian Dreams.
<p>Other factors that may be relevant to risk management</p>	<p>None</p>