

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS 2018– 19

<b>Venue name:</b>	National Museum of Australia			
<b>Location:</b>	Lawson Crescent, Acton Peninsula, Canberra, ACT 2601			
<b>Phone number:</b>	02 6208 5000	<b>Fax number:</b>	02 8362 9625	
<b>Web address:</b>	www.nma.gov.au			
<b>Insurance:</b>	Does the venue have public liability cover? YES <input checked="" type="checkbox"/> No			
<b>Activity/program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>For this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and departure	All ages	None required	Injury: trip, fall or hit by vehicle in car park.	Designated drop off point for students. Information sent to all coach companies on procedure relating to student set down and pick up.
Museum-guided programs	P– 12	All facilitators, including volunteers, have been thoroughly trained in all programs and have a current Working with Vulnerable People registration.	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 damage exhibits.	Security officers are trained in first aid. Large groups are broken into smaller manageable groups and supervised by museum staff, museum volunteers, teachers, careers and accompanying adults. Visitor services staff located in galleries have two-way radios and can locate missing students. Museum protocol explained to students before entering galleries. Student behaviour monitored by Museum staff, Museum volunteers, teachers, careers and accompanying adults.
Teacher-guided programs	P– 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 Museum staff, Museum volunteers, teachers, careers and accompanying adults.
Bag storage	P– 12	None required	Lost property	Schools are encouraged to leave bags on coaches. The Museum has limited locked baggage storage available for schools.
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.	Payment can be made with credit card on the day of the visit or an invoice can be sent to the school or tour operator if a form is completed on the day. Museum staff will facilitate this process.

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Program content	P – 12	None required	Program may contain images and voices of deceased persons.	Warning in Galleries. Please advise education staff if a further warning should be provided to Aboriginal and Torres Strait Islander peoples before the program commences.
<b>Equipment</b> <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	
Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? <span style="float: right;">YES <input checked="" type="checkbox"/> No <input type="checkbox"/></span>				
<b>Other requirements</b> <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 the <i>Canberra's History: Site Study</i> education program.			
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Groups who are not undertaking a facilitated program will receive an orientation to the Museum. Groups undertaking a facilitated program have between 30 minutes to 2 hours with a museum educator or museum volunteer.			
<b>Access</b>	<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"/>			
<b>Emergencies</b>	<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"/>			
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> YES <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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<b>First Aid/Medical Emergencies</b>	<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><b>Where are the first aid kits located?</b> 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><b>How can this person be contacted if needed?</b> 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><b>Where is the first aid room located?</b> From the Gandel Atrium, follow the corridor leading to the Museum’s administration wing, and the First Aid Room is along the corridor past Security and the Friends Lounge. The First Aid Room can be accessed by contacting security staff or a museum staff member.</p> <p><b>If a medical emergency occurs, what is the venue’s procedure?</b> Call 000 in the first instance, and then ask a visitor services officers to contact security who can provide basic first aid.</p> <p><b>How can emergency service vehicles and personnel access the venue?</b> Emergency vehicle parking is available on the concourse. Access to the Museum is through the main doors and access corridor doors.</p> <p><b>If a medical evacuation is required what is the process?</b> Call 000 – attending emergency services will determine the nature of the medical emergency and what assistance is required.</p> <p><b>Is the Emergency+ smartphone app available to personnel at the venue?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> As our security/first aiders only carry portable radios they are not issued with smartphones.</p> <p><b>What is the distance and location of the nearest hospital or other medical facility?</b> 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. Walk-in Centres for the treatment of minor injury and illness are located in Belconnen and Tuggeranong. The nearest pharmacies are located in Canberra City, O’Connor and Manuka.</p> <p><b>What communication system is to be used if there is no mobile phone reception?</b> All Museum security staff and visitor service officers carry portable radios.</p>
<b>Potential tree zones</b>	<ul style="list-style-type: none"> <li>- Entrance and egress from the Museum via the bus area is free of trees.</li> <li>- External lunch area with shade sails is free of trees.</li> <li>- There are trees located in the Garden of Australian Dreams.</li> </ul>
<b>Other factors that may be relevant to risk management</b>	None