

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	National Museum of Australia			
Location	Lawson Crescent Acton Peninsula Canberra 2601			
Phone number	02 6208 5345	Fax number	02 6208 5148	
Web address	bookings@nma.gov.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	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 onto footpath. Information sent to all bus companies on procedure re student set down and pick up
Facilitated programs	P - 12	All facilitators, including volunteers, have been thoroughly trained in all programs and have undergone police security checks	Student injured or ill during program. Student wanders away from group in Museum galleries and becomes lost. Students behave inappropriately in galleries causing distress to other visitors or damage to exhibits	Security officers stationed patrolling building are all trained in first aid. Large groups broken into smaller manageable groups and supervised by education staff, volunteers and accompanying teachers and carers. Visitor services staff located in all galleries have two way radios and can locate missing students. Museum protocol explained to students before entering galleries. Student behaviour monitored by education staff and accompanying teachers.
Teachers Guided programs	P - 12	None required	Student injured or ill during visit. Student wanders away from group in Museum galleries and becomes lost.	Security officers stationed patrolling building are all trained in first aid. Visitor Services staff located in all galleries have two way radios and can locate missing students. Museum protocol explained in information sent to school prior to visit

Please note that the information provided above was current as at <insert date>. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

			Students behave inappropriately in galleries causing distress to other visitors or damage to exhibits	
Bag Storage	P - 12	None required	Lost property	Schools are encouraged to leave bags etc locked in buses. The Museum has limited locked baggage storage available for schools.
Payment	Teachers	None required	Payment can be made in cash or cheque on day of excursion or the school can be invoiced by the Museum	Teachers can pay with a school cheque or credit card on the day of the visit or sign a form which the Museum will use to invoice the school. Schools 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>	
Digital cameras	
Pencils, work cards and clipboards	
Objects from teaching collection	

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	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Processing payment
	Facilitated programs
	Professional development for teachers

Access	<i>Are 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"/>
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Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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"/>
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First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Child-related employment	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200."			

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