



## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	National Archives of Australia		
<b>Location</b>	East Block, Queen Victoria Terrace, Parkes, ACT 2600		
<b>Phone number</b>	02 6212 3600 (main switchboard) 02 6212 3955 (school bookings)		
<b>Email</b>	<a href="mailto:schoolbookings@naa.gov.au">schoolbookings@naa.gov.au</a>		
<b>Booking</b>	All bookings are through <a href="#">Book Canberra Excursions</a>		
<b>Website</b>	<a href="http://www.naa.gov.au">www.naa.gov.au</a>		
<b>Insurance</b>	Does the venue have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Activity / Program (Please list)	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence for this activity / program	Potential Risks List hazards / risks related to each activity / program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Activities at the National Archives	All ages	Trained facilitators	All of the following	<ul style="list-style-type: none"> <li>• Facilitators trained in First Aid</li> <li>• First Aid kits located throughout the National Archives building to facilitate quick access in the event of an incident.</li> <li>• First Aid room located on public floor</li> <li>• Phones located throughout National Archives building to ensure prompt communications.</li> <li>• Facilitators trained in Emergency Evacuation</li> </ul>

				<p>procedures.</p> <ul style="list-style-type: none"> <li>• Facilitators trained in Lock Down procedures.</li> <li>• Trained wardens direct Emergency Evacuations if required.</li> <li>• Facilitators avoid known hazards.</li> <li>• Facilitators forewarn students of potential hazards.</li> <li>• Trained security guard surveillance of public spaces</li> </ul>
Arrival and departure	All age groups	None required	<p>Early arrivals may not be able to be accommodated before booked time</p> <p>Late arrivals may receive a shortened program or have their booking cancelled</p>	<ul style="list-style-type: none"> <li>• It is recommended that groups should arrive 5 minutes before their pre-booked time</li> <li>• The teacher, bus driver or tour operator responsible for the group should call ahead to advise if the group is delayed.</li> </ul>
Entering and leaving the building	All age groups Ramp available for patrons with mobility requirements	N/A	Proximity of public access road	<ul style="list-style-type: none"> <li>• Teachers or adults responsible for the group are required to supervise students moving into and out of the building, and exiting or entering the bus.</li> <li>• Learning staff ensure groups are met promptly and guided inside as soon as practicable.</li> <li>• Learning staff draw attention to the need for caution when paths are wet.</li> </ul>
Storage of bags and water bottle	All age groups	N/A	Theft of bags, contents of bags or water bottles, damage to exhibition displays, collection items, building, collision with other patrons	<ul style="list-style-type: none"> <li>• All bags, large electronic devices (iPads, tablets, and laptops), writing equipment, food and water bottles should remain on the bus.</li> <li>• Teachers or accompanying adults may carry bags containing first aid items.</li> </ul>
Activities in the	All age groups	Trained facilitators	Collision with exhibition	<ul style="list-style-type: none"> <li>• Facilitator to student ratio observed to ensure</li> </ul>

exhibitions			displays, interactions with public	<p>adequate supervision.</p> <ul style="list-style-type: none"> <li>• Ratio of 1 teacher or accompanying adult to 15 students requested to ensure adequate supervision.</li> <li>• Student movement is managed. Students to remain in group with facilitator. Running, pushing and crowding is avoided.</li> <li>• Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Facilitator to manage interactions with public.</li> </ul>
Evacuation and emergencies during tour	All age groups	Trained facilitators Trained, designated wardens	Unsure of exit points	<ul style="list-style-type: none"> <li>• Facilitators trained in evacuation and lock down procedures.</li> <li>• Facilitators and school groups follow instructions from designated, trained wardens.</li> <li>• Emergency signage and lighting is well maintained, prominently located and displayed.</li> <li>• Group remains together under facilitator's supervision and is guided to approved exits.</li> <li>• Head counts are taken at the completion of the evacuation.</li> </ul>

<b>Equipment</b>	
List any equipment, including personal protective equipment, to be provided for use during the activities / programs	
Are first aid kits available in the building?	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"/>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• No specific equipment or clothing is required.</li> </ul>

<p>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.</p>	<ul style="list-style-type: none"> <li>• Photographs may be taken without flash. We request that students wait until the end of the tour to take photographs so as not to interrupt the program.</li> <li>• No food or drink is allowed in the gallery spaces. Please leave all bags, food and drink as well as any large electronic equipment on the bus.</li> <li>• Any program specific items will be provided by the facilitators.</li> </ul>
<p><b>Services</b> List services provided by venue staff including briefings, guided tours, supervision of activities etc.</p>	<ul style="list-style-type: none"> <li>• The National Archives’ facilitators are provided with training in tour delivery, presenting to achieve educational outcomes and group management skills.</li> <li>• One facilitator is assigned for each 15 students. Facilitators remain with the group for the duration of the tour.</li> </ul>
<p><b>Child-related employment</b></p>	<ul style="list-style-type: none"> <li>• All program facilitators undergo a police security check, and possess a current ACT Working with Vulnerable People registration.</li> </ul>
<p><b>Supervision of students</b></p>	<ul style="list-style-type: none"> <li>• All students must be accompanied by a teacher or responsible adult associated with the school at all times while at the National Archives to ensure proper duty of care. A ratio of one adult to 15 students is requested.</li> <li>• Teachers and adults accompanying the school group are responsible for the behaviour of students in their care. Teachers and accompanying adults are to ensure that student behaviour is respectful of exhibition content, heritage features and other visitors to the National Archives.</li> </ul>
<p><b>Access</b></p>	<ul style="list-style-type: none"> <li>• Are access to and egress from the premises safe and without risk to health? <b>Yes X</b> No <input type="checkbox"/></li> <li>• Is the National Archives wheelchair accessible? <b>Yes X</b> No <input type="checkbox"/></li> <li>• Are accessible toilets available? <b>Yes X</b> No <input type="checkbox"/></li> </ul>
<p><b>Emergencies</b></p>	<ul style="list-style-type: none"> <li>• Are emergency procedures in place in the venue? <b>Yes X</b> No <input type="checkbox"/></li> <li>• Are staff trained to deal with emergency situations? <b>Yes X</b> No <input type="checkbox"/></li> </ul>
<p><b>Construction / Maintenance / Repair</b></p>	<ul style="list-style-type: none"> <li>• Are licensed personnel used for all construction, maintenance and repair work? <b>Yes X</b> No <input type="checkbox"/></li> </ul>