

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Australian War Memorial			
Location	Treloar Crescent CAMPBELL ACT 2612			
Phone number	02-62434268	Fax number	02-62434541	
Web address	www.awm.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 & departure	All ages	None required	Late for education program	Plan to be at the Memorial 10 minutes before booked entry. Carry a mobile phone to advise of possible lateness (phone 02-62434268), and supply mobile phone number to Bookings Officer. Late arrivals may have their program shortened.
Education program	Refer to education brochure or education section of our website for age guidelines.	Presenters are trained by qualified and experienced educators and museum professionals.	Emotional impact of content and exhibits.	Prepare students beforehand with pre-visit activities to give them an awareness of the subject matter they will be dealing with and of the importance of commemorating Australian sacrifice in war. Teachers are required to accompany students at all times.
Handling objects from the Education Collection	All ages/no prerequisite skills.	Staff are OH&S-trained	No hazardous materials are included.	The Memorial has an OH&S Policy, recognising its responsibility and obligations, as outlined in the Occupational Health and Safety (Commonwealth Employment) Act 1991, to create and maintain a safe and healthy environment for all of its staff and visitors.
Discovery Room activities	All ages/no prerequisite skills	Presenters are trained by qualified and experienced educators.	Accidents while handling and interacting with objects in the Discovery Room.	Students should not run while in the room and should be supervised by teachers at all times. We have an OH&S policy.

Self-guide programs	All ages/no prerequisite skills	None required	Emotional impact of the exhibits on students.	Teachers are requested to prepare students beforehand by doing relevant pre-visit activities, and to stay with their students at all times.
Student behaviour at the Memorial	All ages	None required	Disruptive students, for example showing a lack of respect and concern for the exhibits and other visitors to the Memorial, may be cautioned and asked to leave if behaviour persists.	Teachers should prepare their students for their visit. Tips for doing this are available in our brochure, which is issued to all schools, and online at: http://www.awm.gov.au/education/visits/tips.htm On arrival, all students are shown a DVD which reminds them of our behaviour guidelines.
Bag storage	All ages	None required	Lost property. Damage to exhibits.	The Memorial does not allow bags, food or drinks inside the building, because of the risk of damage to exhibits. Ideally, they should be left on the bus or coach, however limited lockable storage is available, if necessary, in the Schools Orientation Space. Valuables should be taken with you.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?
Yes No

Other requirements

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

Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc

Visitor Services staff welcome students, show them the orientation DVD and process payment for facilitated programs.

Education staff facilitate education programs, accompanying students in the galleries and Commemorative Area

	Volunteers provide supervision and assistance in the Discovery Room and Online Gallery.
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Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? 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 type="checkbox"/> No <input checked="" 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 type="checkbox"/> No <input type="checkbox"/> Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? Yes <input 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.
	According to the Working With Children Check Guidelines at www.kids.nsw.gov.au the Australian War Memorial is not required to undertake Working with Children Checks, as our staff do not have “direct and unsupervised contact with students” . At all times, teachers are responsible for full supervision of their students whilst on excursion at the Memorial. On booking, schools are advised that the minimum ratio is one accompanying adult to fifteen students. All staff at the Memorial, paid and volunteer, undergo a police character and criminal record check.