



**Australian Government**

**Geoscience Australia**

## Venue and Safety Information for the Geoscience Australia Education Centre

<b>Venue:</b>	Geoscience Australia Education Centre		
<b>Address:</b>	Cnr Jerrabomberra Ave and Hindmarsh Dr, Symonston		
<b>Postal Address:</b>	GPO Box 378, Canberra, ACT 2601		
<b>Phone:</b>	02 6249 9673	<b>Fax:</b>	02 6249 9926
<b>Email:</b>	<a href="mailto:education@ga.gov.au">education@ga.gov.au</a>	<b>Web:</b>	<a href="http://www.ga.gov.au/education">www.ga.gov.au/education</a>

### General Information

- We make every effort to provide a safe and comfortable environment for visiting students and teachers
- All Geoscience Australia employees are security cleared to a minimum level of "Protected"
- Geoscience Australia is not recognised as a child-related employer (Commission for Children and Young People Act 1998). With this in mind, duty of care is owed to the students and remains the responsibility of the visiting school and its teachers while on excursion at Geoscience Australia
- Please provide us with details of any special needs or concerns you may have prior to your arrival

### Access and facilities

- Buses and private vehicles should arrive via the visitors' car park - off Jerrabomberra Avenue, Symonston, ACT. If you are delayed, please contact the Education Officer on (02) 62499673
- Public toilets including disabled facilities are available in the building foyer
- A manual wheelchair is available on request
- Café Rocco is situated to the rear of the foyer area, and is available for light refreshments (group bookings required)
- The Sales Centre is onsite, and offers a vast selection of maps and geoscience products. Polished semi-precious stones are available for students to purchase at very economical prices (if appropriate)
- The Geological time walk is available for larger school groups via a self-guided program. This consists of an approximately 2km walk around the gardens of Geoscience Australia. This is open weekdays and weekends.

## Occupational Health and Safety

- **Fire exits and evacuation** - Geoscience Australia has clearly marked fire exits, complies with all fire control regulations and has appropriate emergency procedures in place
- **First aid** - First aid facilities and officers with formal qualifications and training are available to provide assistance
- **Public Liability Insurance** - Geoscience Australia has appropriate Public Liability Insurance in place to cover injury and damage. A Certificate of Currency is available on application.
- **Geological Time walk**
  - Provide students have adequate sunscreen and water for walk in warmer periods and adequate warm clothing in cooler periods
  - Time walk can be potentially uneven, particularly after rain events, please ensure students walk safely.
  - Nesting Plovers can be aggressive during the spring and summer months and can potentially protect their young from people on the time walk.

## Risk Assessment

Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation	Potential risks <i>List hazards/risks related to each activity/program</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 Geoscience Australia building 10 minutes before confirmed booking. Carry a mobile phone to advise of possible lateness (phone 02 6249 9673), 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.	Accidents while handling and interacting with objects in the Education Centre.	Students should not run while in the room and should be supervised by teachers at all times. Teachers have duty of care over students.
Handling objects from the Education Centre	All ages/no prerequisite skills.	Staff are OH&S-trained	Some exhibits are heavy.	Staff will issue instructions on how to handle exhibits, however, duty of care lies with supervising teachers.
Student behaviour at the Education Centre	All ages	None required	Disruptive students, showing a lack of respect and concern for staff and other visitors to Geoscience Australia.	Teachers are responsible for Student behaviours.
Bag storage and Food	All ages	None required	Lost property. Damage to exhibits.	Contact the Education Centre for individual cases. Ideally, they should be left on the bus or coach, Lockable storage is not available. Valuables should be taken with you.

## Quick Reference Checklist

<b>Equipment</b>		
<i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>		
<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>		<b>Yes</b> <b>No</b>
<b>Supervision/services</b>	Education staff facilitate education programs, accompanying students in the Education Centre, Front of House Minerals Collection and occasional specialised tours.	
<i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>		
<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i>	<b>Yes</b> <b>No</b>
	<i>Is the venue wheelchair accessible?</i>	<b>Yes</b> <b>No</b>
	<i>Are disabled toilets available?</i>	<b>Yes</b> <b>No</b>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i>	<b>Yes</b> <b>No</b>
	<i>Are staff trained to deal with emergency situations?</i>	<b>Yes</b> <b>No</b>
<b>First Aid</b>	<i>Are first aid kits available for each activity?</i>	<b>Yes</b> <b>No</b>
	<i>Is there a trained first aid officer at the venue?</i>	<b>Yes</b> <b>No</b>
	<i>Is a first aid room available?</i>	<b>Yes</b> <b>No</b>
<b>Insurance</b>	<i>Does the venue have public liability cover?</i>	<b>Yes</b> <b>No</b>

**Compiled By:**  
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