

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	National Film and Sound Archive
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<b>Location</b>	McCoy Circuit, Acton ACT 2601
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<b>Phone Number</b>	(02) 6248 2000	<b>Fax Number</b>	(02) 6248 2222
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<b>Website</b>	www.nfsa.gov.au
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<b>Insurance</b>	<i>Does the venue have public liability cover?</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Activity/Program	Recommended Ages, Fitness Levels, Prerequisite Skills	Staff Accreditation and Competence	Potential Risks	Control Strategies
Arrival for Registration	All ages.	None required.	Late for education program.	Arrange to arrive at NFSA approximately 10 minutes before session start time. Carry a mobile phone to advise of any delays (02 6248 2000). Late arrivals may have their program shortened.
Arrival and Departure	All ages.	None required.	Slip, trip, fall or injury in car park.	Designated drop off point for students onto footpath. Information available on website regarding coach drop off and pick up.
Bag Storage	All ages.	None required.	Lost or stolen property.	NFSA does not allow bags, food or drinks inside the Theatre and Gallery space. These items should be stored on the bus or the coach.
Facilitated Education Program	All ages.	Education staff trained in all programs, First Aid and evacuation techniques.	Student ill or injured during program.	Education staff are all trained in first aid. Teachers are required to accompany students at all times.

Activity/Program	Recommended Ages, Fitness Levels, Prerequisite Skills	Staff Accreditation and Competence	Potential Risks	Control Strategies
Handling objects from the Education Collection	All ages.	Education staff are OH&S and First Aid trained.	Student injured whilst handling objects.	NFSA education staff members follow OH&S procedures. Items are carefully selected to ensure OH&S requirements are met.
Exhibition Gallery Visit	All ages.	Education staff are trained in Exhibition Gallery protocol and First Aid.	Interactions with exhibitions and members of the public, injury or illness during Exhibition Gallery visit.	Exhibition Gallery protocol explained to students before entering galleries. Student behaviour monitored by accompanying teachers. Education staff are all trained in First Aid.

Equipment	
Objects from the Education collection.	Exhibition gallery practical activities: crayons, paper, pencils.
Exhibition gallery audio-visual activities.	Reading notes.
<i>Is all the equipment at the venue maintained in accordance with the OH&amp;S Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Other Requirements	None.
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Supervision and Services	Front of House staff greet coordinator and processes payments.
	Education staff facilitate education programs, provides Exhibition Gallery introduction.

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 and Repair	<i>Are licensed personnel used for all constructions, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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