

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSION

Venue Name	National Library of Australia		
Location	Parkes Place, Parkes ACT 2600		
Phone Number	(02) 6262 1111		
Fax Number	(02) 6273 4493		
Web Address	www.nla.gov.au		
Insurance	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 Library	All ages	Trained Presenters	All of the following.	Presenters trained in First Aid. First Aid kits located throughout the National Library building to facilitate quick access in the event of an incident. Phones located throughout National Library building to ensure prompt communications. Presenters trained in Emergency Evacuation procedures. Presenters avoid known hazards. Presenters forewarn students of potential hazards.
Arrival and Departure	All ages. Ramp available at side of NLA for patrons with mobility requirements.	N/A	Proximity of public access road, if using side parking lot slips on grass and/or mud.	Ensure students are ushered onto footpath and grouped away from road. Manage student movement through parking lot. Draw attention to the need for caution when paths

				are wet.
Movement across podium	All ages	N/A	Stairs, slate, tiles.	<p>Manage student movement up the stairs and across the podium. Prevent running, pushing and crowding.</p> <p>Draw attention to the need for caution when podium surfaces wet.</p> <p>Hand rails are provided next to the stairs.</p>
Movement through foyer	All ages	N/A	Marble floors, edges to pillars.	<p>Students will be instructed on appropriate behavioural expectations and safety requirements by presenter prior to building entry.</p> <p>Manage student movement up the stairs and across the foyer. Prevent running, pushing and crowding.</p> <p>Draw attention to the need for caution when foyer surfaces wet.</p>
Movement from public areas into and out of office areas - all levels	All ages	N/A	Stairs, marble floors, edges of desks, chairs, collection material being catalogued; personal possessions or collection material unsecured;	<p>Presenter to student ratio observed to ensure adequate supervision.</p> <p>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</p> <p>Behavioural expectations outlined to minimise disruptions to public, Library employees, and avoid interactions with other patrons. Presenter to manage interactions with public and Library employees.</p> <p>Office appliances are clearly indicated, well maintained and stored in line with OH&S regulations.</p>
Storage of bags and water bottle	All ages	N/A	Theft of bags, contents of bags or water bottles	<p>Bags and water bottles are stored in a trolley designed for school group items.</p> <p>Trolley is wheeled away from public view.</p> <p>Portable valuable items are kept on person. Larger valuable items can be stored at cloak room.</p>

<p>Activities in the visitor's centre</p>	<p>All ages</p>	<p>Trained presenters</p>	<p>Collision with exhibition displays, interactions with public</p>	<p>Presenter to student ratio observed to ensure adequate supervision.</p> <p>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</p> <p>Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Presenter to manage interactions with public.</p>
<p>Exploration of reading rooms</p>	<p>All ages</p>	<p>Trained presenters</p>	<p>Collision with obstacles, interactions with the public, electrical appliances, photos without permission.</p>	<p>Presenter to student ratio observed to ensure adequate supervision.</p> <p>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</p> <p>Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Presenter to manage interactions with public.</p> <p>Electrical appliances are clearly indicated, well maintained and stored in line with OH&S regulations. Groups do not interact with these items.</p> <p>Cameras are not permitted past the National Library foyer. Mobile phones are to be switched off in MRR</p>
<p>Presentations and activities in training rooms and conference room</p>	<p>All ages</p>	<p>Trained presenters</p>	<p>Collision with obstacles, electrical appliances; edges of desks and chairs; power point hole in Conference Room;</p>	<p>Presenter to student ratio observed to ensure adequate supervision.</p> <p>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</p> <p>Electrical appliances are clearly indicated, well maintained and stored in line with OH&S regulations.</p> <p>Presented advise group on any power point holes;</p>

				<p>Presenter will advise group on techniques to utilise electrical equipment such as computers as required.</p> <p>Teaching staff encouraged to be proactively assist with supervision throughout the room</p>
Use of stairwells	All ages. Elevator available for visitors with mobility requirements.	N/A	Trip or fall down stairs.	Students guided to use handrail and proceed down stairs in orderly fashion.
Exploration of stack areas	All ages	Trained presenters	Collision with obstacles, items falling off shelves, losing group.	<p>Presenter to student ratio observed to ensure adequate supervision.</p> <p>Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.</p> <p>Prior to entry to the room students are briefed about expectations and potential hazards.</p> <p>Students to do not interact with the shelving or the collection items stored on the shelves.</p> <p>For the duration of the tour students are to remain between the presenter at the front of the group and a teacher representative at the back of the group.</p>
Interaction with pneumatic tube system	All ages	Trained presenters	Small items such as jewellery sucked from hand, collision with obstacles.	<p>Students move as a group under supervision of presenter.</p> <p>Students are briefed about behavioural expectations and potential hazards.</p> <p>Presenter models interactions with tube system and explains risks including potential for items to be sucked off/from hand.</p> <p>Students are able opt out of the activity.</p> <p>Students are monitored by the presenter when interacting with the tube system.</p>
Interactions with transcar trolleys	All ages	Trained presenters; stack attendants	Slow moving collision with transcar trolley.	<p>Students are grouped into safe presentation areas.</p> <p>Groups are briefed with requirements for interacting with the transcar trolleys.</p>

		present;		<p>Presenters monitor the location of the transcar trolleys whilst moving the tour group through the stack areas.</p> <p>Students are monitored by presenter when transcar trolleys are in the vicinity.</p> <p>Presenters are trained in utilising the transcar trolley emergency stop system.</p>
Movement of compactus units	All ages	Trained presenters	Injury from the movement of compactus shelving.	<p>Prior to use of the compactus students are briefed about expectations and potential hazards.</p> <p>Presenter clarifies procedures for moving compactus.</p> <p>Students are situated across the aisle from the unit to be moved.</p> <p>Students are monitored by the presenter during the compactus demonstration.</p>
Movement through Paperplate café area	All ages	N/A	Interactions with public, food and beverage spills, collisions with furniture.	<p>Prior to moving through the space students are briefed about behavioural expectations and potential hazards.</p> <p>Students move as a group under supervision of presenter around the perimeter of the café area.</p>
Film screenings in the theatre	All ages	Trained presenters	Missteps from low lighting, fold up chairs, stairs.	<p>Prior to entering theatre students are briefed about shallow stairs and fold down chairs.</p> <p>Lighting is high whilst students enter the theatre.</p> <p>Students are guided into seats under supervision of presenter and teachers.</p> <p>Lights are dimmed once all group members are settled and the film commences.</p> <p>Lighting is able to remain on for the duration of the film if required.</p> <p>Strip lighting on stairs is used to allow illumination if students need to move whilst lights are dimmed.</p>

Evacuation during tour	All ages	Trained presenters	Unsure of exit points.	Presenters trained in evacuation procedures. Emergency signage and lighting is well maintained, prominently located and displayed. Group remains together under presenter's supervision and is guided to fire exits. Head counts are taken at the completion of the evacuation.
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Equipment List any equipment, including personal protective equipment, to be provided for use during the activities / programs	
First Aid Kits located throughout building.	
Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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.	Comfortable footwear is recommended as the tour includes walking and climbing of stairs.
Supervision / services List services provided by venue staff including briefings, guided tours, supervision of activities etc.	NLA tour presenters are provided with training in tour delivery, presenting to achieve educational outcomes and group management skills. There is one NLA tour presenter provided for each school group. When bookings are confirmed additional NLA staff members may be allocated to the group to ensure an optimum ratio of staff to students.
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"/>

Please note that the information provided about the above was current at 31st March 2010. It has been provided by the National Library of Australia to assist teachers in their risk management planning for excursions. If further information is required please contact the National Library of Australia via the contact details listed above.