

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Royal Australian Mint			
<b>Location</b>	Denison Street Deakin ACT			
<b>Phone number</b>	02 6202 6999 (Switchboard)	<b>Fax number</b>	02 6202 6954	
<b>Web address</b>	www.ramint.gov.au			
<b>Insurance</b>	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> (For this activity/program)	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Timeliness of arrival for Booking	Suitable for all ages, unrestricted disability access	No specific requirements	Late arrival for booked time	Plan to be at Mint at least 5 minutes prior to scheduled booking time and carry mobile phone to advise of any late arrivals (Telephone 02 6202 6999)
Arrival and Departure of buses including parking and entrance to Mint	Suitable for all ages, unrestricted disability access	No specific requirements	Interaction with other traffic in parking area and slip and trip accidents walking to and from main entrance	Bus Parking is located in centre drive of main car park in front of building and is entered from the inward entrance from Dennison Street. Parking is parallel to kerb and students alight onto concrete footpath and enter building by way of sloping path to main door. Students need to be alert to vehicle movements in adjacent car park and stay on footpath at all times. Pathways are not covered from elements and may be slippery when wet.

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Entrance to Mint Building and Foyer area	Suitable for all ages, unrestricted disability access	No specific requirements	Entrance is by way of double set of automatic glass sliding doors. Foyer is high ceiling with marble floor throughout	Students will need to be supervised to ensure that they do not run on the marble floors to avoid risk of slip and fall injuries and advised that noise need to be kept at reasonable levels so that problems are not created for other visitors to the Mint.
Viewing free standing displays throughout foyer and in shop	Suitable for all ages, unrestricted disability access	No specific requirements	Risk of injury if display cases move or become unstable	Students will need to be closely supervised by teaching staff and instructed not to lean on or push against the display cases.
Minting coin	Suitable for all ages, unrestricted disability access	No specific requirements	Coin or coin cover may not be correctly dispensed	Gallery staff will provide any missing covers and process any issues related to non provision of minted coin
Climbing Stairs to upper viewing/education areas	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may slip or trip whilst using stairs	Students using stairs are to keep to the left of the stairway and hold handrail at all times whilst ascending or descending stairs. All students are to walk when on the stairs and be reminded not to run or to skip stairs. Disabled persons use lift adjacent to base of Ground Level stairway and be accompanied by a teacher or other responsible person at all times in lift.
Use of Theatrette and Education Rooms	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may slip and fall off seating	Students are to sit one person per seat at all times and move in and out of the area in an orderly manner without pushing or jostling
Viewing of Normal Operational Activities from Mezzanine level viewing Galleries	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may slip and fall or glass may break.	Students are to move in an orderly manner and are not to lean against plate glass viewing windows

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Viewing of any special exhibits or displays	Suitable for all ages, unrestricted disability access	No Specific requirements	Unauthorised entry to restricted display areas	Teachers are to closely supervise students at all times and instruct them not to enter any roped off or restricted areas of the Public Gallery
Viewing general displays throughout Mint Public Gallery	Suitable for all ages, unrestricted disability access	No Specific requirements	Glass breaking and causing cuts to students	Students not to lean against any glass cabinets and to be closely supervised at all times
Use of Outdoor Barbecue Area adjacent to Mint	Suitable for all ages, unrestricted disability access	No Specific requirements	Trip and fall hazards in and around trees, seating and barbecue facilities	Students to be closely supervised at all times and instructed to be careful of exposed tree roots, edges to tables and chairs and hot surfaces on barbecue plates.
Emergency Response	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may panic in the event of an emergency evacuation being required	In the event of an emergency evacuation all students and teachers are to obey all instructions given by Mint personnel in relation to the safe evacuation of the building and move to the indicated emergency assembly point until further instructions are given.

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<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
No Personal Protective Equipment required.	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Other requirements</b> <i>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</i>	Student to Teacher/Adult Supervisor ratio to be maintained at 10 students per adult at all times
	Students are requested not to bring bags or back packs into the Mint. All bags or back packs brought into the Mint will be subject to a Security check which may involve X-ray and physical examination as well as metal detector sweeps of individuals.
	Students are requested to respect the safety of other visitors – teachers to always remain with their group.
<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All school groups are met by a supervising Mint Staff member from the Group Bookings Section Students may be ushered by Mint staff into and out of the Theatrette and the Education Rooms with the assistance of Teachers/Supervisors
	Assist students with Minting own coins on an as required basis
<b>Access</b>	<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"/>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff members trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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<b>First Aid</b>	Are first aid kits available for each activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable
	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>Child-related employment</b>	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."			

<p><b>RAM Working With Children Checks</b></p> <p>RAM has checked with the Commission for Children and Young People and has been advised that since our staff members do not have <b>“direct and unsupervised contact with students”</b> we are not required to undertake working with children checks.</p> <p>At all times, teachers are responsible for the full supervision of their students while on the excursion, RAM staff are responsible for ushering students and teachers to the theatrette and assisting with the minting of coin on request</p>
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