



ANZAC MEMORIAL

# Venue and safety information for school excursions

Venue Name	Anzac Memorial			
Location	Hyde Park South, Sydney NSW			
Phone Number	02 8262 2904	Office Number	02 8262 2900	
Email	education@anzacmemorial.nsw.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 and departure	All ages	Teachers from school attending and trained Anzac Memorial staff	Late arrival.  Transport hazards.  Lost students.  Lost belongings.	Schools should plan to arrive 15 minutes prior to their allocated session or ceremony start time. If a special tour or program is booked, lost time cannot normally be made up for schools that arrive late. If you are delayed, please call the Anzac Memorial on 02 8262 2900 or 8262 2904  Please supervise students while crossing roads and moving on and off buses.  Please ensure students are accounted for before proceeding to/ leaving the site.  It is recommended that students do not bring valuable items. Report any lost property to the staff at the reception desk. Storage bins are provided to store school bags.

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<b>Arrival and departure cont'd</b>	All ages	Teachers from school attending and trained Anzac Memorial staff	<p>Vulnerability to members of the public.</p> <p>Breach of student/visitor privacy.</p> <p>Unsupervised students.</p>	<p>CCTV monitors visitor movement throughout the Memorial. Toilets are checked immediately prior to student use. Teachers to be responsible for monitoring student movement to and from bathroom/locker areas.</p> <p>Mindfulness around the use of phones and cameras. Although photography is permitted throughout the Memorial, students and teachers will remain aware of the privacy and personal space of each other and members of the public.</p> <p>Schools are responsible for ensuring a minimum ratio of 1 teacher/adult to every 20 students.</p>
<b>Access</b>	All ages	Teachers and trained staff	<p>Any student or person moving through the Memorial has a potential risk of tripping, slipping, falling, or fainting.</p> <p>Public toilet access requirements.</p> <p>General injury, first aid or emergency situations.</p>	<p>Stroller and wheelchair access is via the Liverpool entrance on the southern side of the Anzac Memorial building.</p> <p>There is access to the Hall of Memory on the first floor via a lift. There is an inclinators lift from the Lower Ground to the Ground Floor. Refer to the 'Plan Your Visit' section on the website <a href="http://www.anzacmemorial.nsw.gov.au">www.anzacmemorial.nsw.gov.au</a>.</p> <p>There are limited public toilets in the Anzac Memorial building. Toilets are checked immediately prior to student use. Teachers are to be responsible for monitoring student movement to and from bathroom/locker areas.</p> <p>The Memorial has a Work Health and Safety Policy, recognising the responsibilities and obligations as outlined in the <i>Work Health and Safety Act 2011</i> to create a safe and healthy environment for all its workers and other persons.</p> <p>First aid kits and defibrillators with child-safe attachments are available on the lower ground and ground floors.</p> <p>Full emergency evacuation procedures are regularly reviewed.</p>

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<b>Access cont'd</b>	All ages	Teachers and trained staff	The Memorial is accessible to all members of the public.	CCTV cameras monitor visitor movement throughout the Memorial.  Security is on site 24 hours a day.  Auditorium doors are locked and controlled by staff members during education program delivery.  Memorial staff and teacher supervision provided throughout the building for students.
<b>Lunch and break facilities</b>	All ages	Teachers	Requirement for refreshments and breaks.   Sun and weather exposure.   Exposure to insects and vegetation.	There are no dedicated food or beverage facilities on site.  Eating and drinking is not permitted in area of the Anzac Memorial. However, the Memorial is located within Hyde Park South which offers plenty of shaded areas and grass for lunch or other breaks.  Students should ensure they bring with them appropriate sun protection such as hats and sunscreen as well as wet weather protection. Closed non-slip shoes are recommended.  School should inform students at risk of the outdoor nature of the venue. Teachers should bring and be trained in appropriate medications e.g. Ventolin and EpiPens.
<b>General Tours and Workshops</b>	All ages	Teacher and trained staff.  -Presenters complete regular Emergency Training  -WWCC completed for all presenters.	Trips and falls or fainting on hard surfaces and stairways.        Accidents while handling and interacting with objects and exhibits.	Visitors and students should be reminded: <ul style="list-style-type: none"> <li>- Always follow the presenter's instructions.</li> <li>- Not to run</li> <li>- Keep together as a group and take care while using stairs.</li> <li>- To avoid entering areas marked as no access.</li> <li>- Not to touch objects unless under instruction to do so.</li> </ul> The Memorial has a Work Health and Safety Policy, recognising the responsibilities and obligations as outlined in the <i>Work Health and Safety Act 2011</i> to create a safe and healthy environment for all its workers and other persons.

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<b>General Tours and Workshops cont'd</b>	All ages	<p>Teacher and trained staff.</p> <p>-Presenters complete regular Emergency Training</p> <p>-WWCC completed for all presenters.</p>	<p>Entering confined spaces.</p> <p>Offensive behaviour, making noise in sacred areas.</p> <p>Potential exposure to distressing stories or collection materials.</p> <p>There may be images of deceased persons of aboriginal descent and images of a graphic nature.</p> <p>Maintenance works.</p>	<p>Full emergency evacuation procedures are regularly reviewed and practiced.</p> <p>Visitors should be aware of confined spaces and risk involved with large groups visiting at the same time. Where possible the Memorial will try to book groups in different sessions to avoid overcrowding.</p> <p>Self-guided schools will be advised that they have limited access to spaces with restricted capacity. Booked groups will have priority access to these spaces. Booked school groups should be advised that their access to the Memorial after the conclusion of their workshop may be limited to accommodate other bookings and should adhere to staff instructions regarding venue capacity.</p> <p>Visitors are instructed on the significance of the Memorial as a space for commemoration and silent contemplation. Visitors will be requested to keep talk to a minimum in various locations whilst on tour.</p> <p>The Anzac Memorial website provides details on the nature of exhibitions. A link to the Memorial's website will be provided to all schools prior to visiting.</p> <p>Memorial staff undertake trauma informed training to deliver and respond to distressing content, sensitively and appropriately at age-appropriate level.</p> <p>Areas undergoing routine maintenance will be cordoned off. Staff will be briefed daily on any works taking place on site.</p> <p>Visitors are instructed to observe the barriers and comply with signage restricting access to areas where work is being conducted.</p>

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<b>Ceremonies and Services</b>	All ages	Presenters and Anzac Memorial Guides - Event Organisers	<p>Injury due to trip or slip hazards.</p> <p>Injury due to contact with venue hire equipment.</p> <p>Slip or fall into water features.</p> <p>Lean/Fall into Oculus or Well of Contemplation.</p> <p>Sun and weather exposure.</p>	<p>For external events, teachers are to choose appropriate route for groups based on mobility and footwear, manage group, stay on paths and draw attention to need for caution, particularly when the paths are wet.</p> <p>Closed non-slip shoes are recommended.</p> <p>Some large-scale ceremonies have a First Aid attendant booked. Teachers to confirm with the Memorial prior to visit.</p> <p>All cables secured and equipment checked prior to event. Teachers to instruct students to comply with any signage and observe the barriers in addition to restricting student access to areas where equipment is located.</p> <p>Teachers to monitor student's movement and forewarn and locate adults around the water features accordingly. Visitors are warned that movement around this area should be controlled. Standing in the Pool of Reflection or the water cascades is strictly prohibited.</p> <p>Teachers to monitor students' movement and location around the oculus and Well of Contemplation in the Hall of Memory. Students should not stand too close to the balustrade or lean onto the balustrade when viewing the oculus from outside the Memorial or the Sacrifice sculpture from the Well of Contemplation.</p> <p>Students should ensure they bring with them appropriate sun protection such as hats and sunscreen as well as wet weather protection. Closed non-slip shoes are recommended.</p>

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<b>Ceremonies and Services cont'd</b>	All ages	Presenters and Anzac Memorial Guides - Event Organisers	Exposure to insects and vegetation.  Lost student in the park.  Injury due to moving vehicles.  Critical Incident	School should inform students at risk of the outdoor nature of the venue, bring and be trained in appropriate medications e.g. Ventolin and EpiPens.  Please ensure students are accounted for before proceeding to/ leaving the site.  Teachers should brief students on dangers of leaving the group.  Anzac Memorial staff have contact with Police and City of City Rangers.  Teachers should consider the student to teacher ratio in Hyde Park. The Memorial strongly encourages a ratio of one teacher to every 20 students.  An assessment of the size of the event and number of guests will be undertaken by the event organisers and the Anzac Memorial staff. Where appropriate additional security staff with traffic control cards will be engaged to manage vehicle access and movement through the park.  Teacher to remain with students. Senior Anzac Memorial staff on site coordinates critical incident and provides instruction.  Anzac Memorial staff have contact with Police and City of City Rangers.
<b>Infectious diseases</b>	All Ages	Anzac Memorial has first aid qualified staff onsite.  The Anzac Memorial follows State Government Guidelines for infectious disease control.	Arrival and Departure  Cleanliness of facilities	Any student, teacher or presenter feeling unwell on the day of the program should not attend the workshop.  There are designated sanitisation stations on the lower ground and ground floors.  All hard-indoor surfaces are cleaned daily, touchable surfaces are cleaned several times daily between tour sessions.

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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>	
NA	<i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Weather requirements</b> <i>Where relevant, list other requirements such as clothing, footwear, and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>	Covered footwear, comfortable footwear for walking within the Anzac Memorial but also to and from transport points outside the Memorial.
	The Memorial recommends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch in Hyde Park while visiting the Anzac Memorial. Water is also recommended, particularly in the spring and summer months so students and teachers are well hydrated. The Anzac Memorial also recommends that contingencies for wet weather are made. The Memorial has no wet weather facilities for schools to eat their lunch, and appropriate wet weather gear for students and teachers should be prepared.
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	All presenters have current Working with Children Check clearances. The Anzac Memorial has a Working with Children Safety Statement and Standards <a href="#">here</a> . The Anzac Memorial aims to ensure one or more staff are allocated to each tour dependant on the numbers of visitors involved. Groups arriving without a booking or who request a tour at late notice may not be accommodated. Supervision of students always remains the responsibility of teachers.
<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 employees and others undertaking work (including volunteers) 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"/>
<b>First Aid</b>	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	<i>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening.</i>
	<i>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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