



# 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.

<b>Activity / Program</b> <i>Please list</i>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>For this activity/program</i>	<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>
Access	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>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 inclinor 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.</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>Full emergency evacuation procedures are regularly reviewed and run through.</p>
Lunch and break facilities	All ages	Teachers	<p>Sun and weather exposure.</p> <p>Exposure to insects and vegetation.</p>	<p>There are no dedicated food or beverage facilities on site.</p> <p>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.</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> <p>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 epi-pens.</p>

<b>Activity / Program</b> <i>Please list</i>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>For this activity/program</i>	<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>
General Tours and Workshops	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  Entering confined spaces  Offensive behaviour, making noise in sacred areas may upset members of the public.  There may be images of deceased persons of aboriginal descent and images of a graphic nature.  Maintenance works  Art materials	Visitors and students should be reminded: <ul style="list-style-type: none"> <li>- Follow the presenter's instructions at all times</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> 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.  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.  In this case, a warning sign will be placed at the entrance to the exhibition area.  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. Full emergency evacuation procedures are regularly reviewed and practiced.  Areas undergoing routine maintenance will be cordoned off. Visitors are instructed to observe the barriers and comply with signage restricting access to areas where work is being conducted.  Materials are non-toxic and students are carefully briefed on the proper and safe use of the art equipment.

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>
Ceremonies and Services	All ages	Presenters and Anzac Memorial Guides <b>- Event Organisers</b>	<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>Exposure to insects and vegetation.</p>	<p>Teachers 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> <p>School should inform students at risk of the outdoor nature of the venue, bring and be trained in appropriate medications e.g. Ventolin and epi-pens</p>







<p><b>Weather requirements</b> 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</p>	<p>Covered footwear, comfortable footwear for walking within the Anzac Memorial but also to and from transport points outside the Memorial.</p> <p>The Memorial recommends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch in Hyde Park while visiting the Anzac Memorial.</p> <p>Water is also recommended, particularly in the spring and summer months so students and teachers are well hydrated.</p> <p>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.</p>
<p><b>Supervision/services</b> List services provided by venue including briefings, guided tours, supervision of activities etc</p>	<p>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 remains the responsibility of teachers at all times.</p>
<p><b>Access</b></p>	<p>Are access to and egress from the premises safe and without risk to health?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Emergencies</b></p>	<p>Are emergency procedures in place in the venue?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Construction/ Maintenance/ Repair</b></p>	<p>Are licensed personnel used for all construction, maintenance and repair work?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>First Aid</b></p>	<p>Are first aid kits available for each activity?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available?      Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>Child-related employment</b></p> <p><b>Child-related employment</b></p>	<p>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?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</p> <p>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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 Communities on (02) 9836 9200.</p>

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required, please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.