

# Venue and safety information for school excursions

Work Health and Safety Directorate



<b>Venue Name</b>	<b>National Electoral Education Centre (NEEC)</b>		
<b>Location</b>	<b>Senate Wing, Old Parliament House, King George Terrace, Parkes ACT 2600</b>		
<b>Contact Details</b>	<b>Telephone:</b> 1800 020 067	<b>Email:</b> neec@aec.gov.au	<b>Fax:</b> 02 6215 9966
<b>Web Address</b>	<a href="http://www.aec.gov.au/Education/services/eec_canberra.htm">http://www.aec.gov.au/Education/services/eec_canberra.htm</a>		
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

<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 hazards that may exist at the venue or as part of the activity / program</b> <i>i.e. situation or thing that has potential to cause harm such as equipment, environment (e.g. large trees with falling branches, trip hazards) materials, etc.</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Audiovisual, touch screens (interactive) and mock election with a trained Electoral Educator	Suits school students or adults. No fitness level or other prerequisites needed	Staff are trained at the NEEC and assessed for competency. Staff are reassessed at approximately six monthly intervals	Entrance steps are roughened concrete and internal courtyard paving become wet in the rain.	Children are moved in an orderly manner and accompanied by a responsible adult. There are trained first aid officers at the EEC.
			Fire	Evacuation procedures are in place and regularly tested. Trained fire wardens are on hand. Extinguishers are in place and checked.
<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				

All electrical equipment is encased and power points are behind skirting boards.

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes  No

<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>	There are no special dress requirements. The NEEC has some spare clothing if required by students.
<b>Supervision / services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	The NEEC provides information and activities regarding Federal elections and voting. Most visitors attend as part of a school group and are accompanied by a teacher and other adults. All groups are guided by a trained Electoral Educator. Teachers remain responsible for their students.
<b>Access</b>	<p><i>Is access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Emergencies</b>	<p><i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><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"/></p>
<b>Construction / Maintenance/ Repair</b>	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p><b>First Aid / Medical Emergencies</b></p>	<p><i>Are first aid kits available at the venue for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <b>Where are the first aid kits located?</b> A first aid kit and Automated External Defibrillator are located in the first aid room at the venue.</p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <b>How can this person be contacted if needed?</b> All Electoral Educators escorting groups carry a two-way radio to allow for immediate contact with office staff, including the First Aid Officer, if required.</p> <p><i>Is a first aid room available at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  <b>Where is the first aid room located?</b> The first aid room is located adjacent to the office area at the NEEC.</p> <p><b>If a medical emergency occurs, what is the venue's procedure?</b>  Students remain in the care of their own teachers / supervisors whilst at the NEEC. Ambulances, if required, are called by teachers / supervisors and they may use the NEEC office phone if this is more efficient than their own mobile phone. If the person requiring medical assistance is the teacher/supervisor, NEEC staff are able to make the call.</p> <p><b>How can emergency service vehicles and personnel access the venue?</b> Emergency service vehicles can park within 15 metres of the NEEC entrance. Personnel would be met at the entrance and escorted to the emergency by a NEEC staff member.</p> <p><b>If a medical evacuation is required what is the process?</b> Emergency service personnel would direct any medical evacuation.</p> <p><b>Is the Emergency + smartphone app available to personnel at the venue?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><b>What is the distance to the nearest hospital or other medical facility?</b>  Canberra Hospital is located 9.4km from the NEEC. Canberra hospital has an emergency department.</p> <p><b>What communication system is to be used if there is no mobile phone reception?</b>  The NEEC is equipped with landlines for use if required.</p>
<p><b>Potential tree zones</b></p>	<p>Students remain indoors or under cover in a courtyard at all times during their visit to the NEEC.</p>
<p><b>Other factors that may be relevant to risk management</b></p>	

**Child-related employment**

*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.*

Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related work as defined by the Child Protection (Working with Children) Act 2012? Yes  No

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 employees and others undertaking work (including volunteers) undergone employment screening? Yes  No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes  No

Staff at the NEEC are required to be registered under the ACT Working With Vulnerable People (Background Checking) Act 2011. All current staff are registered, and new staff members are required to obtain registration upon commencement.

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