

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue Name</b>	High Court of Australia		
<b>Location</b>	Parkes ACT 2600		
<b>Phone Number</b>	(02) 62706811	<b>Email</b>	karina.edwards@hcourt.gov.au
<b>Web Address</b>	<a href="http://www.hcourt.gov.au">www.hcourt.gov.au</a>		
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No		

<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>
Arrival & departure	All age groups	None required	Early or late arrival	Pre-booked times. Phone and advise of delay as late or early arrivals can create difficulties for other groups.
Bus Parking				
Entering and leaving the building	All age groups	None required	Traffic hazards	Teachers required to supervise students moving into and out of building.
Guided tour	All ages (school groups preferably not less than Year 5) No fitness level required No skill level required	All staff and court guides undergo a national criminal history record check (commonly known as a police check) before	There are no recorded hazards or risks associated with this activity. If there are wheelchair dependent children they must use the	Teachers supervise students as they move around the building. Enclosed footwear is desirable.

		appointment.	lifts and the school must supply a person to push the wheelchair.	
Internal movement around the building	All age groups	None required	Internal ramp balustrades are 900mm high.	Teachers supervise students moving in the building at all times. Students must not to lean on, lean over or slide on balustrades. It is the teachers responsibility to enforce this.
Bag Storage	All age groups	All bags are secured with MSS Guards.	Theft	Bags are secured centrally.
Catering	All age groups	Catering through the café is managed under a contract	Allergies and choking hazards	Teacher supervision Contact café directly: ph. 02 62706828

### Equipment

*List any equipment, including personal protective equipment, to be provided for use during the activities / programs*

No personal or protective equipment is required.

### 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.*

All cameras, mobile phones and other electrical and electronic equipment are required to be cloaked before entering a Court in progress on sitting days. Otherwise photographs may be taken throughout the building and in the courtrooms. Enclosed footwear is desirable.

<b>Supervision / services</b> <i>List services provided by the venue staff including briefings, guided tours, supervision of activities etc.</i>	<p>Court Guides give presentations to groups about the role and function of the Court. All tours require at least one teacher or school appointed adult to supervise and be responsible for students. No activity will be allowed without a teacher or school appointed adult in attendance. Minimum teacher student ratio is 1:25.</p>
<b>Access</b>	<p><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"/></p> <p><i>Are toilets available for visitors with a disability</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>
<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 staff 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>
<b>First Aid</b>	<p><i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Child-related Employment</b>	<p>According to the Working With Children Check Guidelines at <a href="http://www.kids.nsw.gov.au">www.kids.nsw.gov.au</a> the High Court of Australia is not required to undertake Working with Children Checks as staff do not have “direct and unsupervised contact with students”. At all times teachers are responsible for full supervision of their students whilst visiting the High Court.</p> <p>All staff undergo a national criminal history record check (commonly known as a police check) when employed by the High Court.</p>