

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Questacon, National Science and Technology Centre			
Location	King Edward Terrace, Parkes, Canberra ACT			
Phone number	02 6270 2800	Fax number	02 6270 808	
Web address	www.questacon.edu.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>
Mini Q	0 to 6 years	Trained staff	Water Play - Low Risks Construction Zone - Low risks Maze Play- Low risks Sensory Cave- Low risks	1. Active parent/carer/guardian supervision required. 2. Staff presence and monitoring and reporting/investigating of any accidents and incidents. 3. Exhibit design and maintenance to maximise safety
Side Show Exhibition Freefall	7 to adult	Trained staff	Low to medium risks	1. Active parent/carer/guardian supervision required 2. Staff presence and monitoring and reporting/investigating of any accidents and incidents. 3. Graphic panel instructions 4. Exhibit design and maintenance to maximise safety
All Other Exhibitions	0 to adult	Trained staff	Low to medium risks	1. Active parent/carer/guardian supervision required 2. Staff presence and monitoring and reporting/investigating of any accidents and incidents. 3. Exhibit design and maintenance to maximise

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				safety
Slips, Spills, Trips, Falls, Bumps	0 to adult	Trained staff	Low risks	1. Safe work practices and good house-keeping procedures.
Public Safety	0 to adult	Trained competent staff	Low to medium risks	<ol style="list-style-type: none"> 1. Ensuring safety is of high importance in the design and building of exhibits and exhibitions. 2. Ensuring physical environment is safe. 3. Ensuring all exhibits electrical switches which are operated by the public, are safe and of low voltage levels. 4. Wherever practicable non-slip floor treatment will be applied to reduce/minimise the risk of slips and falls. 5. Where applicable all steps will be clearly defined to eliminate the potential risk of falls. 6. All stairs will be maintained in good condition and rails will be fitted where there is a need for extra precaution. 7. All dangerous materials and equipment will be stored away out of reach of the public. 8. The Centre will ensure that services are available for the use of visitors with disabilities. 9. Presenters will ensure that when using potentially hazardous materials in shows, and busking, that the hazards are clearly explained to the audience and all safety precautions are clearly observed, prior to commencement of the show. 10. Centre management will ensure that the amenities provided for the public are maintained according to public health regulations.

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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Being an interactive, hands on Centre, all exhibits and exhibitions are designed and built so that personal protective equipment is generally not needed. However for Freefall in the Side Show Exhibition, overalls and booties are provided to prevent friction burn.	
	<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"/>

Other requirements <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>	Supervision of students is the responsibility of teachers or group supervisors. Please ensure that all students are accompanied and supervised at all times whilst at Questacon. Questacon recommends the following teacher to student ratios: pre-school: 1:4 primary: 1:10 secondary: 1:15 tertiary: 1:15

Supervision/services <i>List services provided by venue staff</i>	All organised school excursions are normally met by our staff who give an overall briefing about Questacon before the commencement of their visit into Centre.
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<i>including briefings, guided tours, supervision of activities etc</i>	Trained staff are present in each exhibition area and at exhibits where appropriate to assist visitors, and maintain a safe environment for visitors and staff.	
Access	<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"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<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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First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	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"/>

Child-related employment	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 checked="" type="checkbox"/>	No <input 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? NSW Department of Education and Training - Employment Screening Unit.		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" 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.			

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