

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS 2018-2019



National Film and Sound Archive

Venue Name:	National Film and Sound Archive		
Location:	McCoy Circuit, Acton, ACT, 2601		
Phone Number:	(02) 6248 2000	Email:	education@nfsa.gov.au
Website:	www.nfsa.gov.au		
Insurance:	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/>		

Activity/Program	Recommended Ages, Fitness Levels, Prerequisite Skills	Staff Accreditation and Competence	Potential Risks	Control Strategies
Arrival	All ages, fitness levels and skill levels	N/A	Group is late for program	Plan to arrive at the venue approximately 10 minutes before your session start time. Call 6248 2000 to advise of any delays. Education Presenters may shorten programs to accommodate late groups.
Entering and leaving the building	All ages, fitness levels and skill levels	N/A	Slip, trip, fall or injury in car park. (Risk increased for evening arrivals/night programs.	There is a designated drop off point for students. Wheelchair access is via the Liversidge Street entry. Please call 6248 2000 to advise if wheelchair access is required. More information is available on the NFSA website regarding bus and coach drop-off, pick up, and parking. Night programs: Particular care should be taken while outside in the dark. NFSA staff will ensure stairwells and streetlights are lit and can come to meet groups with torches on request. Students may be dropped-off and picked-up directly in front of the building to minimise/eradicate need to walk in unlit areas.
Bag storage	All ages, fitness levels and skill levels	N/A	Lost or stolen property	As no bag storage is available, please secure bags and personal belongings on the bus. NFSA does not encourage bags inside the Arc Cinema or Theatrette but exceptions can be made where necessary (especially in cases such as teachers bringing first aid kits/supplies, students who may require food/medication during programs etc.) Please ask at reception on arrival.

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Moving through the building	All ages, fitness levels and skill levels	N/A	Slips, trips and falls.	Students supervised by NFSA staff, teachers and accompanying adults. All required lights will remain on for entry and exit, but may be dimmed during the presentation so it may be prudent to check in with the Presenter/other staff if guests want to leave (e.g. to visit toilets) during the screening of clips/films.
Programs	All ages, fitness levels and skill levels	NFSA Education and Front of House Staff	Student ill or injured during program	Teachers are required to accompany students at all times. First aid procedures are in place and a first aid room available. Facilities such as toilets and drinking fountains are also available to visitors All NFSA Staff undergo a national criminal history record check and have a valid Working with Vulnerable People (ACT) registration.
Duty of Care, Student Behaviour	All ages, fitness levels and skill levels	Teachers and Accompanying Adults	Damage to building, collection item.	Duty of care requires all students to be accompanied by a teacher or responsible adult associated with the excursion while at the NFSA. (The supervision ratio for minors attending on-site programs is 20:1 and any supervising/responsible adults attending with groups of students are generally admitted free of charge.) Teachers and accompanying adults are responsible for the behaviour of students throughout their visit. Teachers and accompanying adults should ensure the behaviour of students does not pose a risk to other people or the venue. A teacher should accompany or supervise any student who leaves the program for any reason. Public toilets are located in the foyer, including a toilet for people with disabilities.
Education Program - Content	All ages, fitness levels and skill levels	NFSA Education Staff	Material offends or upsets. Content triggers seizures.	Program content has been vetted and approved as appropriate for audiences by qualified NFSA staff. Education Presenters will introduce and contextualise all content. Education Presenters may discuss content with teachers, and pause or stop the presentation if the content offends or upsets any person. If organisers have any particular concerns or enquiries regarding content at the NFSA they are encouraged to contact the bookings team and/or Education staff prior to their visit so appropriate accommodations can be made. Content may include the images and voices of deceased people. Please advise the Education Presenter if such content should be presented with an additional warning, or should be omitted.

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				<p>Photosensitive epilepsy: During your visit, teachers, students and accompanying adults may be exposed to flashing or flickering lights or geometric patterns that may trigger photosensitive epilepsy. Please advise the Education Presenter if any person is known to have photosensitive epilepsy. Please see www.epilepsy.org.au for more information.</p> <p>Night Screenings: Films are chosen by the teachers with reference to the classification to ensure content is appropriate for their students. More detailed information on the films offered is available from the Education team on request.</p>
Education Program – Stage	All ages, fitness levels and skill levels	NFSA Education Staff	Trip, fall from height, fall from stairs	Education Presenters may invite audience members onto the stage. Lights will be raised so that stairs and trip hazards are visible. There is a lift attached to the stage for disability access. Education Presenters will ask that participants keep back from edge of stage.
Education Program - Photographs & Filming	All ages, fitness levels and skill levels	NFSA Education Staff	Breach of copyright	For copyright reasons, photography and sound recording are not permitted during the presentation of collection items. Education Presenters may identify/invite photo opportunities where there is no breach of copyright. Photography of the building and artefacts for handling/equipment for activities is permitted.
Food & drinks	All ages, fitness levels and skill levels	N/A	Students with allergies to food. Food left in building.	<p>Please leave food and drinks on the coach or bus. Any food or drink required for medical reasons is permitted in all spaces. There is one water bubbler in the courtyard.</p> <p>Night Screenings: Schools to provide own food in accordance with school policy and consider potential allergies. Schools to take all rubbish with them. Theatres to be cleaned after screenings.</p>
NFSA Temporary Exhibitions	All ages, fitness levels and skill levels	N/A	Student exposed to inappropriate content	Temporary exhibitions displayed at NFSA may include MA15+ content that is not appropriate for students. NFSA Education Programs do not include visits to temporary exhibitions. If organisers would like to take groups to see exhibitions hosted in the building before/after their programs, they are welcome to make enquiries with the bookings/Education team as to appropriateness of content/arrangements for doing so.
Emergency Evacuation	All ages, fitness levels and skill levels	N/A	Emergencies and secondary hazards	In the event of an emergency, trained NFSA staff will direct and assist groups to evacuate or shelter-in-place as appropriate.

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Equipment:	Objects from the Education Collection, Audio Visual material <i>Is all of the equipment at the venue maintained in accordance with OH&S regulations and the appropriate standards? Yes <input checked="" type="checkbox"/></i>
WwVP Compliance:	<i>Do all NFSA Education staff hold current WORKING WITH VULNERABLE PEOPLE registration cards? Yes <input checked="" type="checkbox"/></i> <i>It is a condition of employment for NFSA Education staff to hold a current Working with Vulnerable People card, accredited by the ACT Government. Copies are held on file with NFSA Education/HR.</i>
Supervision and Services:	Front of house staff greet organisers and process payments Education staff facilitate education programs
Access:	Are access to and egress from the premises safe and without risk? Yes <input checked="" type="checkbox"/> Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> Are disabled toilets available? Yes <input checked="" type="checkbox"/>
Emergencies:	Are emergency procedures in place at the venue? Yes <input checked="" type="checkbox"/> NFSA has an <i>Emergency Evacuation Management Plan</i> designed to meet the requirements of Australian Standard 3745-2010. Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/>
Construction, Repair and Maintenance:	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/>

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