

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue Name: National Film and Sound Archive

Location: McCoy Circuit, Acton, ACT, 2601

Phone Number: (02) 6248 2000 **Website:** www.nfsa.gov.au

Insurance: Does the venue have public liability cover? Yes ☒

| Activity/Program | Recommended Ages, Fitness Levels, Prerequisite Skills | Staff Accreditation and Competence | Potential Risks | Control Strategies |
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| All | All ages, fitness levels and skill levels | NFSA Learning and Front of House Staff | Infectious Diseases | NFSA has infectious disease and COVID-19 plans and preventative measures in place, based on local public health advice. This plan is available on our website. |
| 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. Presenters may shorten programs to accommodate late groups. |
| Arrival and departure | All ages, fitness levels and skill levels | N/A | Slip, trip, fall or injury in car park Risk increased due to evening arrival/departure | 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 and pick up, and parking. Evening programs: Particular care should be taken while moving around/entering and exiting the building at night. NFSA staff will ensure stairwells and streetlights are on. Students may be dropped-off and picked-up directly in front of the building. |

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| 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 allow bags inside the Arc Theatre or Theatrette. |
| 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. |
| Programs | All ages, fitness levels and skill levels | NFSA Learning 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. All NFSA Staff undergo a national police 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 accompanying adults associated with the excursion while at the NFSA. 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. |
| Learning Program - Content | All ages, fitness levels and skill levels | NFSA Learning Staff | Material offends or upsets | Program content has been vetted and approved as appropriate for audiences by qualified NFSA staff. Presenters will introduce and contextualise content. Presenters may discuss content with teachers and pause or stop if the content offends or upsets. Content may include the images and voices of deceased people. A content warning is included in all presentations. Evening Screenings: Films are chosen by NFSA staff with reference to the classification to ensure content is appropriate for students. |

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| | | | Content triggers seizure | 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 Presenter if any person is known to have photosensitive epilepsy. Please see www.epilepsy.org.au for more information. |
| Learning Program – Stage | All ages, fitness levels and skill levels | NFSA Learning Staff | Trip, fall from height, fall from stairs | 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. Presenters will keep all persons back from edge of stage. |
| Learning Program - Photographs & Filming | All ages, fitness levels and skill levels | NFSA Learning Staff | Breach of copyright | For copyright reasons, photography is not permitted during the presentation of collection items. Presenters may identify or invite photo opportunities where there is no breach of copyright. Photography of the building and handling items is permitted. |
| Food & drinks | All ages, fitness levels and skill levels | N/A | Students with allergies to food Food left in building | 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. Evening programs: Schools to provide own food in accordance with school policy and consider potential allergies. Schools to take all rubbish with them. Arc cinema to be cleaned after all screenings. |
| 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. See our website for more information on current exhibitions. |
| 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. |

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