



Venue and Safety Information for School Excursions

Venue Name: National Film and Sound Archive of Australia (NFSA)

Location: McCoy Circuit, Acton ACT 2601

Phone number: (02) 6248 2000

Website: www.nfsa.gov.au/learning

Insurance: Does this venue have public liability cover? Yes

Activity/ Program	Recommended Ages, Fitness Levels, Prerequisite Skills	Staff Accreditation and Competence	Potential Risks	Control Strategies
Accessibility	All ages, fitness levels and skill levels	NFSA Learning and Visitor Services staff	Lack of disability access within NFSA programs	The NFSA has the capacity to deliver programs that address varying disability access requirements. Should your school have any specific accessibility needs, please contact learning@nfsa.gov.au , as early as possible prior to the visit.
All	All ages, fitness levels and skill levels	NFSA Learning and Visitor Services staff	Infectious diseases	The NFSA has infectious disease plans and preventative measures in place, based on local public health advice. Teacher declarations are completed with all bookings through the Book Canberra Excursions website.
Arrival	All ages, fitness levels and skill levels	NFSA Learning staff	Group is late for program	Plan to arrive at the venue approximately 10 minutes before your session start time. Please call (02) 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	NFSA Learning and Visitor services staff	Slip, trip, fall or injury in car park	There is a designated drop off point for students at the coach parking area on McCoy Circuit. The building's accessible entry is on Liversidge Street; please email learning@nfsa.gov.au in advance if wheelchair/mobility

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			Risk increased due to evening arrival/departure	<p>aid access is required. Further information is available on the NFSA website regarding bus and coach drop-off and pick up, and parking.</p> <p>Take care while moving around, entering and exiting the building at night. Required lights will remain on for entry and exit but will be dimmed during the film screening. NFSA staff will assist with movement to bathrooms using torches. There is a 15-minute free parking zone in front of the McCoy Circuit entrance for pick-ups and drop-offs.</p>
Bag storage	All ages, fitness levels and skill levels	Teachers and accompanying adults	Lost or stolen property	No bag storage is available – please secure bags and personal belongings on buses. The NFSA does not allow bags inside the Theatrette, Mediatheque or The Library.
Moving through the building	All ages, fitness levels and skill levels	NFSA Learning staff, teachers and accompanying adults	Slips, trips and falls	Students are supervised by NFSA staff, teachers and accompanying adults. All required lights will remain on for entry and exit but may be dimmed during presentations.

Activity/ Program	Recommended Ages, Fitness Levels, Prerequisite Skills	Staff Accreditation and Competence	Potential Risks	Control Strategies
Programs	All ages, fitness levels and skill levels	NFSA Learning and Visitor Services staff, teachers and accompanying adults	Student ill or injured during program	<p>Teachers are required to accompany students at all times. First aid procedures are in place and a first aid room is available.</p> <p>All NFSA staff undergo a national police check and have a valid ACT Working with Vulnerable People registration.</p>
Duty of Care, Student behaviour	All ages, fitness levels and skill levels	Teachers and accompanying adults	Damage to building, collection items	<p>Duty of care requires all students to be accompanied by a teacher or accompanying adults associated with the excursion while at the NFSA.</p> <p>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 must accompany or supervise any student who leaves the program for any reason.</p>
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, with reference classifications where relevant. Presenters will introduce and contextualise content. Presenters may

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			Content triggers seizure	<p>discuss content with teachers and pause or stop if the content offends or upsets viewers. Content may include the images and voices of deceased people. More information is available on the Book Canberra Excursions website for our Night at the Movies program.</p> <p>Photosensitive epilepsy: visitors may be exposed to flashing or flickering lights and/or geometric patterns that may trigger photosensitive epilepsy. Please advise the presenter if any person is known to have photosensitive epilepsy. Please see epilepsy.org.au for more information.</p>
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. The stage is accessible via a lift. Presenters will keep all persons back from the edge of the stage.
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. The stage is accessible via a lift.

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				Presenters will keep all persons back from the edge of the stage.
Food and drinks	All ages, fitness levels and skill levels	Teachers and accompanying adults	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. Schools to take all rubbish with them. The Theatrette will be cleaned each day.
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	NFSA Learning and Visitor Services staff	Emergencies and secondary hazards	In the event of an emergency, trained NFSA staff will direct and assist groups to evacuate or shelter-in-place.

Equipment:

- Objects from the collection, audiovisual material
- Is all of the equipment at the venue maintained in accordance with OH&S regulations and the appropriate standards?

Yes**WWVP (Working With Vulnerable People) Compliance:**

- Do all NFSA Learning staff hold current Working With Vulnerable People registration cards?

Yes

It is a condition of employment for NFSA Learning staff and Visitor Services staff to hold a current Working with Vulnerable People card, accredited by the ACT Government. Copies are held on file with NFSA People and Culture.

Supervision and services:

- NFSA Visitor Services staff greet coordinating teacher, check school in and assist with wayfinding
- NFSA Learning staff facilitate day time school programs
- Teachers and assisting adults supervise evening programs

Access:

- Are access to and egress from the premises safe and without risk?

Yes

- Is the venue wheelchair accessible?

Yes

- Are accessible toilets available?

Yes

Accessible bathrooms are located on the McCoy Circuit side of the building, opposite the Theatre, and on the Liversidge Street side of the building.

Emergencies:

- Are emergency procedures in place at the venue?

Yes

- Are staff trained to deal with emergency situations?

Yes

NFSA has an Emergency Evacuation Management Plan designed to meet the requirements of Australian Standard 3745-2010.

Construction, repair and maintenance:

Are licensed personnel used for all construction, maintenance and repair work?

Yes

Acronyms

- **MA15+:** Mature Accompanied 15+
- **NFSA:** National Film and Sound Archive
- **HR:** Human Resources
- **OH&S:** Occupational Health and Safety
- **ACT:** Australian Capital Territory

Definitions

- **National police check:** A background check that shows any criminal history.
- **Working with Vulnerable People (ACT) registration:** A legal check for people working with children or vulnerable adults in the Australian Capital Territory (ACT).
- **Australian Standard 3745-2010:** A national guideline that explains how to plan for emergencies in buildings.
- **Emergency Evacuation Management Plan:** A document that explains how people should safely leave a building during an emergency like a fire.