

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	High Court of Australia		
Location	Parkes ACT 2600		
Phone Number	(02) 62706998	Email	bookings@hcourt.gov.au
Web Address	www.hcourt.gov.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No		

Activity / Program <i>Please list</i>	Recommended age group/fitness level / prerequisite skills	Staff accreditation / competence <i>For this program</i>	Potential risks <i>List hazards / risks related to each program and the venue</i>	Control strategies <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.
Entering and leaving the building	All age groups	None required	Traffic hazards	Buses must set down students at the National Portrait Gallery set down area off King Edward Terrace. Students will not be permitted to enter from Parkes Place due to traffic hazards. Teachers required to supervise students moving into and out of building.
Entry to High Court of Australia	All age groups	None required	No potential risk. Airport scanner-type security checks are conducted.	Staff and students should allow extra time to be screened by security when entering.

Disability Access	All age groups	None required	Wheelchair dependent participants must use the lifts and the school must supply a person to push the wheelchair.	High Court has wheelchair access throughout the building. To facilitate access for students with disabilities, teachers are requested to contact the Booking Coordinator on bookings@hcourt.gov.au prior to the scheduled visit.
COVID safe requirements	All age groups	None required	Students or staff contracting COVID-19. Students or staff with COVID-19 spreading infection	<p>In response to COVID-19 the High Court has in place the following arrangements:</p> <ul style="list-style-type: none"> • School groups will be met and escorted by Court Guides on entering the building; • Guides will request assurance from teachers that no member of the group is unwell; • School groups will not have direct contact with general visitors; • Group size limit 15 students plus 5 adults per group to allow for social distancing; • Group ratio of adults to students is 1:20 for program delivery; • Maximum time in the Court building will be 60 minutes; • Only one group will be permitted in the building at one time; • A frequent cleaning regime is undertaken throughout the public areas, including high-traffic areas and high-touch items; • Additional cleaning occurs before and after each group; • Hand sanitiser stations are available throughout the building; • COVID-19 safe signage is prominently displayed throughout the building;

				<ul style="list-style-type: none"> • Mobility equipment is sanitised after each use; • Small exhibition areas and spaces, including the Australian Constitution Centre, remain closed; • Court Guides have undertaken training regarding space management and visitor access; • No brochures or educational material will be given on site. Online resources are available at www.australianconstitutioncentre.org.au/
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. Court Guides complete a Working with Vulnerable People (WVP) check before appointment.	Students slip or fall.	Teachers always supervise students. No running is permitted in the building. Enclosed footwear is desirable.
Internal movement around the building	All age groups	None required	Internal ramp balustrades are 900mm high.	Teachers must always supervise students moving in the building. Students must not to lean on, lean over or slide on balustrades. It is the teacher's responsibility to enforce this.
Emergency	All age groups	None required	Emergency and	The High Court is a security-controlled building

procedures		evacuation procedures are in place	with full-time security officers. Exits are clearly indicated, and the High Court complies with all fire control regulations.
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Equipment (Do we advise here that disposable masks are available on request? Or include the availability of hand sanitiser stations?)
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 <i>Where relevant, list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue.</i>	Photographs may be taken throughout the building and in the courtrooms, however, guides will cloak all electronic equipment, including cameras and mobile phones prior to entering a sitting courtroom.
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Supervision / services <i>List services provided by the venue staff including briefings, guided tours, supervision of activities etc.</i>	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, with a minimum adult to student ratio of 1 adult for every 20 children. No activity will be allowed without a teacher or school appointed adult in attendance.
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Access	<i>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Are toilets available for visitors with a disability Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>

Emergencies	<i>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>

Construction / Maintenance / Repair	<i>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
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First Aid	<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>
Child-related Employment	<p>At all times teachers are responsible for full supervision of students whilst visiting the High Court. All High Court staff undergo a national criminal history record check (commonly known as a police check) and obtain a Working with Vulnerable People certification when employed by the High Court.</p>