



### VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue	High Court of Australia		
Location	Parkes ACT 2600		
Phone Number	02 6270 6811	Email	<a href="mailto:bookings@hcourt.gov.au">bookings@hcourt.gov.au</a>
Web Address	<a href="http://www.hcourt.gov.au">www.hcourt.gov.au</a>	Group bookings	<a href="http://bookcanberraexcursions.com.au/">bookcanberraexcursions.com.au/</a>
Insurance	Does the venue have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Is there a trained first aid officer at the High Court?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are first aid kits available for each activity?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place at the High Court?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Access	Are access to and egress from the premises safe and without risk to health?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the High Court wheelchair accessible?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance, and repair work?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Working with Children	All staff working with children and young adults undergo a police security check and hold ACT Government 'Working with Vulnerable People' registration.		
Duty of Care	At all times teachers are responsible for full supervision of students. A teacher or responsible adult associated with the school should accompany students when using the toilets. Please bring sufficient staff to ensure that supervision is possible, we recommend a ratio of one adult to 15 students. Teachers and accompanying adults		



	are to ensure that student behaviour is respectful whilst in the High Court, especially when observing sitting court.			
Photography and filming	Photographs may be taken throughout the building and in the courtrooms, however, Court Guides will ask for all electronic equipment, including mobile phones, to be turned off prior to entering a sitting court. Filming of the tour is not permitted.			
Activity/Program	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/competence	Potential Risks	Control Strategies
Arrival and departure	All age groups and abilities  Please notify prior to visit of any participants in wheelchairs or with accessibility needs – accessible entry can be arranged at Ground Level if required.	None required	Early or late arrival  Individual trips or falls during movement to and from building  Traffic hazards	<ul style="list-style-type: none"> <li>• Recommend arriving no more than 10 minutes early for booked tour</li> <li>• Please phone to advise of any delay in your impending arrival</li> <li>• Court Guides ensure that booked groups are met promptly and escorted through Security Screening as quickly as practicable</li> <li>• Students, teachers, and adults to be mindful of footpaths when moving to and from the High Court</li> <li>• Buses should set down student at the National Portrait Gallery set down area off King Edward Terrace.</li> </ul>
Security Screening	All age groups and abilities	None required	Delay to the security screening process	<ul style="list-style-type: none"> <li>• Court Guides communicate security screening process before entering building</li> </ul>



			Loss of program time due to scanning and cloaking requirements	<ul style="list-style-type: none"> <li>• It is recommended student backpacks remain at school or on bus, bags will be cloaked unless carrying first aid</li> <li>• Items not permitted in the High Court (for example scissors and other sharp objects) will be collected and returned at the end of your visit</li> </ul>
Facilitated education programs	<p>All age groups and abilities.</p> <p>Education programs are recommended for school groups Year 5 and above</p>	<p>All staff and Court Guides undergo a national criminal history record check (commonly known as a police check)</p> <p>Court Guides hold current ACT Working with Vulnerable People registration</p>	<p>Individual becomes ill or accidentally injured during program</p> <p>Individual becomes separated from group</p> <p>Wheelchair dependent participants must use lifts and the school must supply a person to push the wheelchair</p>	<ul style="list-style-type: none"> <li>• Court Guide remains with group throughout the program and carries a two-way radio</li> <li>• Teachers and accompanying adults supervise students at all times</li> <li>• Court Guides can coordinate first aid assistance if required</li> <li>• Enclosed footwear is recommended</li> <li>• Court Guides and Security are stationed throughout the building to assist with lost visitors</li> </ul>
Internal movement around the building	All age groups and abilities	None required	Internal ramp balustrades are 900mm high	<ul style="list-style-type: none"> <li>• Teachers and accompanying adults must always supervise students moving in the building</li> <li>• Students must not to lean on, lean over or slide on balustrades. It is the teacher's responsibility to enforce this.</li> </ul>



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				<ul style="list-style-type: none"><li>• No running is permitted in the building</li></ul>
Bag storage	All age groups	All bags and large jackets are to be securely cloaked with Security upon entry	Theft	<ul style="list-style-type: none"><li>• Groups are advised to leave all bags at school or on the bus; bags will be cloaked unless carrying first aid</li></ul>