

ANZAC MEMORIAL

## Venue and safety information for school excursions

Venue Name	Anzac Memorial	Anzac Memorial			
Location	Hyde Park South, Sydr	Hyde Park South, Sydney NSW			
Phone Number	02 8262 2904			Office Number	02 8262 2900
Email	education@anzacm	education@anzacmemorial.nsw.gov.au			
Insurance	Does the venue have pub	lic liability cover?	Yes 🛛	No 🗌	
Activity / Program Please list	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence For this activity/program	Potential ris List hazard related to e activity/pro the venue	s/risks Outline each potenti	al Strategies e strategies for ensuring visitor safety for this al risk
Arrival and departure	All ages	Teachers from school attending and trained Anzac Memorial staff	Late arrival. Transport ho	allocate or prog up for s call the azards. Please s	should plan to arrive 15 minutes prior to their ad session or ceremony start time. If a special tour ram is booked, lost time cannot normally be made schools that arrive late. If you are delayed, please Anzac Memorial on 02 8262 2900 or 8262 2904 supervise students while crossing roads and on and off buses.
			Lost students	s. Please o proceed	ensure students are accounted for before ling to/ leaving the site.
			Lost belongi	items. R	commended that students do not bring valuable Report any lost property to the staff at the reception forage bins are provided to store school bags.

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Access	All ages	Teachers and trained staff	Any student or person moving through the Memorial has a potential risk of tripping, slipping, falling or fainting. Public toilet access requirements.	<ul> <li>Stroller and wheelchair access is via the Liverpool entrance on the southern side of the Anzac Memorial building.</li> <li>There is access to the Hall of Memory on the first floor via a lift. There is an inclinator lift from the Lower Ground to the Ground Floor. Refer to the 'Plan Your Visit' section on the website www.anzacmemorial.nsw.gov.au</li> <li>There are limited public toilets in the Anzac Memorial building.</li> <li>The Memorial has a Work Health and Safety Policy, recognising the responsibilities and obligations as outlined in the Work Health and Safety Act 2011 to create a safe and healthy environment for all its workers and other persons.</li> <li>Full emergency evacuation procedures are regularly reviewed and run through.</li> </ul>
Lunch and break facilities	All ages	Teachers	Sun and weather exposure. Exposure to insects and vegetation.	<ul> <li>There are no dedicated food or beverage facilities on site.</li> <li>Eating and drinking is not permitted in area of the Anzac Memorial. However, the Memorial is located within Hyde Park South which offers plenty of shaded areas and grass for lunch or other breaks.</li> <li>Students should ensure they bring with them appropriate sun protection such as hats and sunscreen as well as wet weather protection. Closed non-slip shoes are recommended.</li> <li>School should inform students at risk of the outdoor nature of the venue. Teachers should bring and be trained in appropriate medications e.g. Ventolin and epi-pens.</li> </ul>

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General Tours and Workshops	All ages	Teacher and trained staff. -Presenters complete regular Emergency Training -WWCC completed for all presenters.	Trips and falls or fainting on hard surfaces and stairways. Accidents while handling and interacting with objects and exhibits	<ul> <li>Visitors and students should be reminded:</li> <li>Follow the presenter's instructions at all times</li> <li>Not to run</li> <li>Keep together as a group and take care while using stairs</li> <li>To avoid entering areas marked as no access</li> <li>Not to touch objects unless under instruction to do so.</li> </ul>
			Entering confined spaces	Visitors should be aware of confined spaces and risk involved with large groups visiting at the same time. Where possible the Memorial will try to book groups in different sessions to avoid overcrowding.
			Offensive behaviour, making noise in sacred areas may upset members of the public.	Visitors are instructed on the significance of the Memorial as a space for commemoration and silent contemplation. Visitors will be requested to keep talk to a minimum in various locations whilst on tour.
			There may be images of deceased persons of aboriginal descent and	In this case, a warning sign will be placed at the entrance to the exhibition area.
			images of a graphic nature.	The Memorial has a Work Health and Safety Policy, recognising the responsibilities and obligations as outlined in the Work Health and Safety Act 2011 to create a safe and healthy environment for all its workers and other persons. Full emergency evacuation procedures are regularly reviewed and practiced.
			Maintenance works	Areas undergoing routine maintenance will be cordoned off. Visitors are instructed to observe the barriers and comply with signage restricting access to areas where work is being conducted.
			Art materials	Materials are non-toxic and students are carefully briefed on the proper and safe use of the art equipment.

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Ceremonies and Services	All ages	Presenters and Anzac Memorial Guides - Event Organisers	Injury due to trip or slip hazards	Teachers to choose appropriate route for groups based on mobility and footwear, manage group, stay on paths and draw attention to need for caution, particularly when the paths are wet.
				Closed non-slip shoes are recommended.
				Some large-scale ceremonies have a First Aid attendant booked. Teachers to confirm with the Memorial prior to visit.
			Injury due to contact with venue hire equipment	All cables secured and equipment checked prior to event. Teachers to instruct students to comply with any signage and observe the barriers in addition to restricting student access to areas where equipment is located.
			Slip or fall into water features	Teachers to monitor student's movement and forewarn and locate adults around the water features accordingly. Visitors are warned that movement around this area should be controlled. Standing in the Pool of Reflection or the water cascades is strictly prohibited.
			Lean/Fall into Oculus or Well of Contemplation	Teachers to monitor students' movement and location around the oculus and Well of Contemplation in the Hall of Memory. Students should not stand too close to the balustrade or lean onto the balustrade when viewing the oculus from outside the Memorial or the Sacrifice sculpture from the Well of Contemplation.
			Sun and weather exposure.	Students should ensure they bring with them appropriate sun protection such as hats and sunscreen as well as wet weather protection. Closed non-slip shoes are recommended.
			Exposure to insects and vegetation.	School should inform students at risk of the outdoor nature of the venue, bring and be trained in appropriate medications e.g. Ventolin and epi-pens

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Ceremonies and Services cont'd	All ages	Presenters and Anzac Memorial Guides - Event Organisers	Lost student in the Park	Please ensure students are accounted for before proceeding to/ leaving the site. Teachers should brief students on dangers of leaving the group. Anzac Memorial staff have contact with Police and City of City Rangers.
			Injury due to moving vehicles	An assessment of the size of the event and number of guests will be undertaken by the event organisers and the Anzac Memorial staff. Where appropriate additional security staff with traffic control cards will be engaged to manage vehicle access and movement through the park.
			Critical Incident	Teacher to remain with students. Senior Anzac Memorial staff on site coordinates critical incident and provides instruction. Anzac Memorial staff have contact with Police and City of City Rangers.
COVID-19	All Ages	Anzac Memorial is a registered COVID safe site with NSW Government	Arrival and Departure,	<ul> <li>Only one school will be accepted at the Memorial each day.</li> <li>Schools should visit transportnsw.info/covid-19/ for advice and information when using public transport.</li> <li>Any student, teacher or presenter who has tested positive to COVID-19 should not attend the workshop.</li> <li>Any student, teacher or presenter experiencing any cold or flu like symptoms should not attend the workshop.</li> <li>Any student, teacher or presenter who has been in contact with a person who has been tested positive with COVID-19 14 days prior to the visit should not attend the workshop.</li> </ul>

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COVID- 19 cont'd	All Ages	Anzac Memorial is a registered COVID safe site with NSW Government	Arrival and Departure continued	<ul> <li>Any student, teacher or presenter who has attended any government deemed 'hot spots' should not attend the workshop.</li> <li>The wearing of face masks is recommended for all students and teachers</li> <li>All students, teachers and presenters are requested to sanitise their hands upon entering the Memorial. There are designated sanitisation stations on the lower ground and ground floors.</li> <li>Students and teacher must enter and exit the Memorial in smaller designated groups.</li> </ul>
			Maintaining required distancing	All students, teachers and presenters will be required to comply with 1.5m of physical distance where possible. This will be covered at the site induction before entering the Memorial building. Auditorium and programs will be set up to encourage appropriate distancing measures. Signage has been placed in key areas indicating maximum capacity based on one person per four square metres. Presenters will ensure capacity limits are not exceeded.
				Infection control signage is in place throughout the building. Presenters will accompany groups to assist groups in maintaining appropriate distancing. Tour group capacity is capped at 20 people as per NSW Health guidelines. Presenters will adhere to timing in Memorial spaces to ensure crowding does not occur.

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COVID-19 cont'd	All Ages	Anzac Memorial is a registered COVID safe site with NSW Government	Cleanliness of facilities Communication of COVID-19 cases at the Anzac Memorial	If breaks are required, students and teachers will be escorted into Hyde Park where physical distance can be maintained. All hard-indoor surfaces are cleaned daily, touchable surfaces are cleaned several times daily between tour sessions. Any equipment requiring handling will be sanitised between sessions. The handling of artefacts etc will be limited as much as practicable. All interactive exhibition elements are cleaned frequently by a designated cleaner. If there is no cleaner on site the interactive exhibition elements will be closed. The names and contact details of all staff, visitors and schools are recorded and securely stored for 28 days. Schools will be notified if there is an identified positive case at the Memorial on the day of their visit.
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N/A			oment at the venue maintained and codes of practice?	l in accordance with the WHS Regulation, appropriate Yes 🛛 No 🗌

	Covered footwear, comfortable footwear for walking within the Anzac Memoria	l but also to and from transport points outside the Memorial.			
Weather requirements 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	The Memorial recommends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch in Hyde Park while visiting the Anzac Memorial. Water is also recommended, particularly in the spring and summer months so students and teachers are well hydrated. The Anzac Memorial also recommends that contingencies for wet weather are made. The Memorial has no wet weather facilities for schools to the their lunch, and appropriate wet weather gear for students and teachers should be prepared.				
Supervision/services List services provided by venue including briefings, guided tours, supervision of activities etc	The Anzac Memorial aims to ensure one or more staff are allocated to each tour dependant on the numbers of visitors involved. Groups arriving without a booking or who request a tour at late notice may not be accommodated. Supervision of students remains the responsibility of teachers at all times.				
Access	Are access to and egress from the premises safe and without risk to health? Is the venue wheelchair accessible? Are disabled toilets available?	Yes ⊠ No □ Yes ⊠ No □ Yes ⊠ No □			
Emergencies	Are emergency procedures in place in the venue? Yes No Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes No Are Solutions No Are so				
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes 🛛 No 🗌			
First Aid	Are first aid kits available for each activity? Is there a trained first aid officer at the venue? Is a first aid room available?	Yes ⊠ No □ Yes ⊠ No □ Yes □ No ⊠			
Child-related employment	Are employees and others undertaking work (including volunteers) of your organ Commission for Children and Young People Act 1998? If yes, which Approved Screening Agency in NSW has registered your organisation screening?	Yes 🛛 No 🗌			
Child-related employment	If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?				
	Have all employees and others undertaking work (including volunteers) complete	Yes 🛛 No 🔲 ed an Applicant Declaration and Consent form? Yes 🖾 No 🔲			
	If unsure about the status of your organisation or these legislative requirements, the NSW Department of Education and Communities on (02) 9836 9200.	contact should be made with the Employment Screening Unit of			

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required, please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.