



SHRINE OF REMEMBRANCE
MELBOURNE

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue	Shrine of Remembrance	
Location	Birdwood Avenue Melbourne VIC 3001	
Phone	03 9661 8100	
Web address	www.shrine.org.au	
Insurance	VMIA Public Liability GGP000459 of Master Policy number PPL2722V1/1718	
Occupational Health and Safety	What is the Shrine's safety policy?	The Shrine of Remembrance complies with the <i>Occupational Health and Safety Act 2004 (Victoria)</i> . The Shrine is committed to providing a safe and healthy environment for all staff, contractors and volunteers who work on site.
Emergencies	Are emergency procedures in place in the venue?	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"/>
	Nearest hospital emergency?	The Alfred Hospital 55 Commercial Road Melbourne 03 9076 2000
First Aid	Are First Aid kits available?	Yes, however teachers are encouraged to carry their school's First Aid kit or individual student's medical items at all times.
	Is there a trained First Aid officer at the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a First Aid room available?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Child Safe / WWCC	Do all staff (employees and volunteers possess current Working With Children Checks?	Yes all Shrine staff possess current Working With Children Checks and/or VIT registration.
	Do all staff (employees and volunteers) possess current National Criminal Checks?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> All Shrine staff possess National Criminal Record Checks Duty of Care obligations remain with teachers during visits to the Shrine.
	Does this organisation have a Child Safe Policy and Code of Conduct?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Code of Conduct	Does this organisation have a staff Code of Conduct?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Code of Conduct for Victorian Public Sector Employees.
Construction / Maintenance	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Disability access	The venue is wheelchair accessible only via Birdwood Avenue with ramp access available via Education Centre and Visitors Centre. The Galleries, Sanctuary and Crypt are all accessible by wheelchair. The lift does not extend to the Balcony. There are also wheelchair spaces in the Auditorium. T Loop (telecoil) systems support the introductory film in the Visitor Centre, Auditorium and Galleries exhibits.	
Toilets	There are male and female disabled toilets in the Visitor Centre. Near the Auditorium in the Education Centre, there are male and female disabled toilets and ambulant toilets. Prior to the Education Centre opening at 10am, there are public toilets located opposite the Education Centre entrance.	
Equipment used on site for Education programs	Historical artefacts, clothing and replica objects in Education Rooms. Paper, pencils, clipboards. No personal protective equipment issued.	

People students may come into contact with	Shrine staff (employees and volunteers), Protective Services Officers, contractors, general visiting public and other school students, teachers and chaperones
Spaces students may visit	Internal: Education Centre Reception, Visitor Centre, Auditorium, Galleries of Remembrance, Education Classrooms (within the Galleries), Sanctuary, Crypt, Ambulatory and stairwells External: Shrine Forecourt, Balcony and Shrine Domain
Places for students to eat	The Shrine does not have facilities for students to eat. It is recommended that schools take snack and lunch breaks at the Royal Botanical Gardens.

Note regarding chaperones and other accompanying adults. Every adult accompanying students is required to be in a supervisory role and must have adequate authority to manage students and student groups. Accompanying adults may not bring other children with them.

Please note that the information provided is current as at August 2017. It has been provided to assist teachers in their risk management planning for excursions. If further information is required, contact the Shrine. education@shrine.org.au

Activity / program	Recommended age group	Responsibility	Potential Risks List hazards /risks to each activity or program at the venue	Control Strategies Strategies for ensuring visitor safety for this potential risk
Preparation for visit	Early Years to Year 12	Teachers	Disorientation	<ul style="list-style-type: none"> Teachers are encouraged to visit the Shrine prior to the school visit to familiarise themselves with exhibitions and facilities. This is particularly relevant for self-guided groups and casual group visits All teachers to read through the pre-visit information and follow relevant education department guidelines in regards to duty of care. Students should also be briefed on appropriate behaviour prior to visit. Please read the following guidelines on our website: http://www.shrine.org.au/Education/Education-Visits---Tours

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Arrival and departure	Early Years to Year 12	Teachers	<p>Late Arrival</p> <p>Movement from buses or trams to Education Centre</p> <p>Trips and falls</p> <p>Lost students</p>	<ul style="list-style-type: none"> • Plan to arrive 10 minutes before your allocated session start time. Seat the group in the Education Courtyard while the lead teacher signs the group in at reception • If a special tour or program is booked, lost time cannot normally be made up for late schools. If you are delayed please contact 03 9661 8100. Teachers to supervise students while crossing roads and boarding or alighting buses or trams • Ensure students are seated in the courtyard. The space is not for climbing on the concrete features or the wall panelling. Students to be reminded to walk sensibly and to take extra care to use hand rails and ramps where available. In wet weather ground surfaces, especially grassed and sloped areas, may be slippery. • Teachers to ensure students are accounted for at regular intervals. Teachers should prepare students if they become lost by reporting to staff or volunteers in the building who will assist them to find their teacher. (Identifiable by photo ID cards on red lanyards.) • Teachers are responsible for alerting Education staff to students who are unwell on the excursion. Consideration must be given to excluding/ removing these students from the excursion.

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Bag storage/ cloaking	Early Years to Year 12	Shrine staff Teachers	Lost property	<ul style="list-style-type: none"> • Bags/food/drinks cannot be taken into the Galleries. If space is available bags/ food/ drinks will be cloaked in cupboards in the Education Centre. The Shrine takes all care but no responsibility for stored student belongings. It is recommended valuables are not brought on the excursion. • Bag storage is limited, so schools are encouraged not to bring bags if at all possible. • Lost property remaining after excursions is stored at the Shrine Visitor Centre Reception desk.
Education Programs led by Shrine Education staff/ volunteers	Early Years to Year 12	Shrine staff Teachers	<p>Student behaviour</p> <p>General safety and preservation of artworks and artefacts</p> <p>Injuries caused by trips and falls, ignoring barriers, touching electrical equipment, sharp objects or heavy objects</p> <p>Emotional and cultural awareness</p>	<ul style="list-style-type: none"> • Students must observe the instructions of Shrine staff and volunteers while undertaking activities in any of the Shrine's facilities. • Students and teachers are asked not to touch artworks and artefacts unless invited to do so by staff. • Ensure teacher supervision is evenly spread throughout your group to prevent students from climbing or leaning over containment walls. Students are not to climb on landings or architectural features. • Teachers to ensure that students understand the Shrine is a place of commemoration and that for many visitors, a very important place. They may see displays of emotion from other visitors or their

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			<p>Low risks related to the Shrine reserve may include but not restricted to:</p> <ul style="list-style-type: none"> - Inclement weather - Allergies and insects - Sunburn - Dehydration - Trips and falls 	<p>students may feel emotional at different points during their visit. Students should also be made aware of the variety of visitors who come to the Shrine and the different perspectives they will represent</p> <ul style="list-style-type: none"> • The Shrine does not have shelter on the Reserve for students to keep dry. Ensure students are wearing appropriate clothing for the weather, such as rain coats or sun hats. • Students are to bring adequate water for their excursion. There is also a drinking fountain positioned directly outside the Education Courtyard.
<p>Teacher guided programs and movement around Galleries, Shrine Reserve and Shrine Balcony</p>	<p>Early Years to Year 12</p>	<p>Teachers</p>	<p>Student behaviour</p> <p>General safety and preservation of artworks and artefacts</p> <p>Injuries caused by trips and falls, ignoring barriers, touching electrical equipment, sharp objects or heavy objects</p> <p>Emotional and cultural awareness</p>	<ul style="list-style-type: none"> • Teachers are to maintain direct supervision of their students at all times during their visit to the Shrine. Ensure teacher supervision is evenly spread throughout the student group. • Students and teachers are asked not to touch artworks and artefacts unless invited to do so by staff. • Students are not to climb on landings or architectural features. Ensure teacher supervision is evenly spread throughout your group to prevent students from climbing or leaning over containment walls.

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