



SHRINE OF REMEMBRANCE
MELBOURNE

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS 2021

Incorporating COVID-19 Safety Information for Schools

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 20/21	
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 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 is an all-gender accessible toilet in the Visitor Centre. Near the Auditorium in the Education Centre, there is an all-gender accessible toilet and male and female ambulant toilets. There is a public toilet block located in the garden area opposite the Education Centre entrance.	
Equipment used on site for Education programs	No equipment is used or handled by students. Students may bring their own writing materials – pencils are preferred to pens.	

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 Reserve
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 on grassed areas of the Shrine Reserve, or in the Royal Botanic Gardens. There are no undercover spaces in these locations.

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 February 2021. 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

COVID-19 SAFETY INFORMATION FOR SCHOOLS

Shrine of Remembrance COVIDSafe Plan	<p>The Shrine of Remembrance is committed to providing a safe and healthy environment for all people on site. The Shrine's COVID-19 health and safety measures are set out in a COVIDSafe Plan governing management of the building and actions of staff. The plan aligns and complies with regulations and advice provided by the Department of Premier and Cabinet, WorkSafe Victoria and the Department of Health and Human Services. The Shrine's full COVID-19 is available at this link: Shrine of Remembrance COVIDSafe Plan</p> <p>The following summarises the framework elements which are relevant to schools' excursion planning.</p>
Conditions of entry and alignment with Government directives	<p>All people entering the Shrine, including Shrine personnel, general public, contractors, and students, are required to do the following:</p> <ul style="list-style-type: none"> - register their information for contact tracing purposes. For school groups we collect students' names and the school phone number - declare that they are well and free of COVID-19 symptoms - declare that they have not travelled overseas, to a currently designated COVID-19 red zone, or been in contact with anyone infected with COVID-19 within the past 14 days.

	Government directives change from time to time. When Government directives require health measures such as the wearing of face masks in all indoor settings, people at the Shrine are required to follow those rules.
Physical distancing and hygiene	<p>The Shrine is continually cleaned, with high touch surfaces and bathrooms disinfected several times a day. Hand sanitiser stations (>70% alcohol based) are placed at entrances and throughout the building.</p> <p>Overall visitor numbers on site are strictly capped to ensure ample space for physical distancing. Capacity limits change from time to time in accordance with Government regulations but are monitored and enforced.</p> <p>Overall capacity for school groups has been reduced by half from 2019 capacities. There will be no more than three classes of students on tour at any one time, with density limits observed in all interior spaces of the monument.</p> <p>Foot traffic through narrow corridors of the building will move in a single direction.</p> <p>Cloaking of bags and personal items is suspended for 2021. Students and teachers who bring bags inside the building will need to carry them for the duration of the visit.</p>
Suspension of contact-based programs	Education programs and programs involving object handling or working in small spaces are suspended for the entirety of 2021.

PROGRAM INFORMATION

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	<p>Teachers are encouraged to use the Shrine's Virtual Tour prior to the school visit to familiarise themselves with memorial and exhibition spaces and facilities.</p> <p>https://www.shrine.org.au/virtual-tour-shrine</p> <p>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:</p> <p>https://www.shrine.org.au/plan-your-excursion</p>

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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 checks in with a Shrine staff member • If the group is late for a booking, lost time cannot normally be made up by extending the program past the prearranged finish time and some parts of the building might not be visited. If you are delayed please contact 03 9661 8100. Teachers are asked to supervise students while crossing roads and boarding or alighting buses or trams • Ensure students sit while waiting 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.) • Unwell students and teachers are asked not to attend the Shrine. If students or teachers become

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				unwell during the excursion, Shrine staff must be informed.
Bags and personal items	Early Years to Year 12	Shrine staff Teachers	Weariness from carrying bags Falls while carrying bags Lost property	<ul style="list-style-type: none"> • During 2021 the Shrine's cloakroom facilities are not available. Teachers are asked to make every effort to keep students' bags at school or on the bus. Bags brought into the building must be carried by their owners. To protect museum displays, students may be asked to wear backpacks on their fronts while inside the building, or set them down on the floor. • Lost property other than perishable foodstuffs remaining after excursions is stored at the Shrine Visitor Centre Reception desk.
Education Programs led by Shrine Education staff/ volunteers AND Education visits led by teachers	Early Years to Year 12	Shrine staff Teachers	Student behaviour General safety and preservation of artworks and artefacts Injuries caused by trips and falls, ignoring barriers, touching electrical equipment, sharp objects or heavy objects Emotional and cultural awareness	<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.

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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 	<ul style="list-style-type: none"> • 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 may feel emotional themselves 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. • 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 raincoats or sun hats. • There is a drinking fountain positioned directly outside the Education Courtyard.