



VENUE and SAFETY INFORMATION for SCHOOL EXCURSIONS

Venue Name	National Electoral Education Centre		
Location	Canberra		
Mailing Address if different to location	Australian Electoral Commission (EEC) / PO Box 6172 , Kingston, ACT 2604		
Phone Number	1800 020 067	Fax Number	02 6271 4535
Email	eec_aec@aec.gov	Web Address	www.aec.gov.au
Insurance	Does the venue have public liability cover?	YES ✓ – through the Australian Electoral Commission (AEC)	

Activities / Programs Provide a general description of each activity/program and recommend age, group, fitness level, prerequisite skills, etc required. Also list the accreditation / competence of staff to provide the activity / program.	Activity / Program	Age group, fitness level, prerequisite skills, etc req'd	Staff accreditation / competence
	Audiovisual, touch screens (interactive) and mock election with a trained Electoral Educator (EE)	Suits children - adults. No fitness level or other prerequisites needed.	Staff are trained at EEC and assessed for competency. Approximately every six months they are reassessed.
Safety Issues / Considerations List (potential) hazards related to each activity / program and the venue and outline strategies for ensuring visitor safety.	(potential) Hazards	Safety Strategies	
	<ol style="list-style-type: none"> 1. Entrance steps are a roughened concrete and internal courtyard pavers become wet in rain. 2. Fire 	<ol style="list-style-type: none"> 1. Children are moved in an orderly manner and accompanied by a responsible adult. There are trained first aid officers at the EEC. 2. Evacuation procedures are in place and regularly tested. Trained Fire Wardens are on hand. Extinguishers are in place and checked. 	
Equipment Where relevant, list any equipment, including personal protective equipment (PPE), to be provided for use during the activities / programs. Can you confirm that this equipment is maintained, repaired and in good order with safety features operational?	Equipment		Good working order and safety features operational (yes/no)
	All electrical equipment is encased and power points are behind skirting boards.		Yes.

Clothing / Footwear / Other Where relevant, list clothing / footwear and other items participants are required to bring. Indicate if any items are provided by the venue.	Clothing / Footwear / Other Items Required		
Supervision / Services Outline services provided by venue staff including briefings, guided tours, supervision of activities, etc.	Supervision / Services		
Access	Are access to and egress from the premises safe and without risk to health and safety?	YES ✓ – see previous comments.	NO <input type="checkbox"/>
	Is the venue wheelchair accessible?	YES ✓ .	NO <input type="checkbox"/>
Emergencies	Are emergency procedures in place for the venue?	YES ✓ .	NO <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	YES ✓ .	NO <input type="checkbox"/>
First Aid Describe first aid facilities, etc	There is a First Aid room, a First Aid kit and trained First Aid Officers at the EEC.		
Construction / Maintenance / Repair	Are licensed personnel used for all construction, maintenance and/or repair work?	YES ✓ .	NO <input type="checkbox"/>
Additional Comments (if any)	A child using toilets must be accompanied by another child and/or responsible adult. Entry and exit doors have security locks. Security officers are available 24 hours a day.		