



Australian Government

Royal Australian Mint

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Royal Australian Mint		
<b>Location</b>	Denison Street, Deakin ACT		
<b>Phone number</b>	02 6202 6999 (Switch); then press 2 to get schools team direct	<b>Fax number</b>	02 6202 6954
<b>Web address</b>	www.ramint.gov.au		
<b>Insurance</b>	Does the Royal Australian Mint have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>RAM Safety Policy</b>	Our Health, Safety, Wellness and Environment Policy Statement is available in full on our website: <a href="https://www.ramint.gov.au/health-safety-wellness-and-environment-policy-statement">https://www.ramint.gov.au/health-safety-wellness-and-environment-policy-statement</a>		
<b>Heritage Value</b>	The Royal Australian Mint received Commonwealth Heritage Listing in April 2016. The Mint is a heritage destination, and has significant importance in Australia's cultural history.		
<b>Local Climate</b>	Canberra has four distinct seasons. Summers can be hot, with average temperatures ranging from 12.7 to 27 ° C. In January, temperatures can consistently linger around the high 30s for several days. In hot weather, it is highly recommended to wear protective sunscreen/clothing and carry ample water. Winter days, whilst typically sunny and clear, can be cold, particularly in the mornings. Students should come prepared with adequate clothing for frosty mornings. Average temperatures range 1 – 12°C. Autumn and Spring are mild, with cool nights.		
<b>Working with Children Checks</b>	It is a condition of employment that all tour guides have a valid and updated Working With Vulnerable People Check in the ACT.		
<b>Emergencies</b>	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are staff members trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>First Aid</b>	Are first aid kits available for each activity? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Please note that the information provided above is current as at 7/7/2017. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

<b>Access</b>	<p>We are a wheelchair-friendly venue. The first bus bay in the carpark, has a clearly designated disabled off-ramp, for assisting in the passage of wheelchairs from disabled-purposed vehicles. Should schools require additional assistance to secure this bay, please let us know at booking and we can be there to greet you.</p> <p><i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<b>Food and drinks</b>	<p>Please leave all food and drinks, including water bottles on the bus. We have a café on site for your use if desired and they can cater for school groups for lunch and snacks by prior arrangement. Please call 0422 630 647 to book.</p>
<b>Photography and filming</b>	<p>The Royal Australian Mint is open to the general public as a tourist attraction with excess of 330,000 visitors per year. Other visitors will often take photographs. Teachers should abide by any guidelines their own school has, in regards to the photography of students. On occasion, foreign visitors have not been aware that Australian schools have these policies. Teachers should exercise diplomacy and employ the assistance of RAM staff, should they be approached by foreign visitors wishing to take photographs of students.</p>
<b>Duty of Care / Student Behaviour</b>	<p>Duty of care requires that all students must be accompanied by a teacher or responsible adult associated with the school at all times whilst at the Royal Australian Mint. Please bring sufficient staff / adults to ensure that this is possible. Student to Teacher/Adult Supervisor ratio to be maintained at 10 students per adult at all times. All teachers and adults accompany the school group are responsible for the behaviour of students in their care, and are to ensure that student behaviour is respectful to other visitors, the Mint's staff and its displays and facilities.</p>
<b>Toilet facilities</b>	<p>We have toilet facilities on both the ground floor (entry level) and on the first floor (prior to entering the gallery). Both levels include disabled toilet facilities. Due to our environmental policy, only air hand dryers are provided (except in the disabled toilets). Please allow sufficient time for student use of the toilets before or after your program.</p>
<b>Other requirements</b> <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue.</i>	<p>Students are requested not to bring bags or back packs into the Mint. However, they may wish to bring some money with them, to purchase souvenirs in our gift shop or mint their own coin in the coin press (\$3 each). All bags or back packs brought into the Mint will be subject to a Security check which may involve X-ray and physical examination as well as metal detector sweeps of individuals.</p> <p>Students are requested to respect the safety of other visitors – teachers to always remain with their group.</p>
<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	<p>All school groups are met by a supervising Mint Staff member from Education and Visitor Services. Students may be ushered by Mint staff into and out of the Theatre and the Education Rooms with the assistance of Teachers/Supervisors.</p> <p>Assist students with Minting own coins on an as required basis.</p>
<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	<p>No Personal Protective Equipment required.</p> <p><i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

Please note that the information provided above is current as at 7/7/2017. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

<b>Activity/program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>(For this activity/program)</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Timeliness of arrival for Booking	Suitable for all ages, unrestricted disability access	No specific requirements	Late arrival for booked time	Please plan to be at Mint at least 5 minutes prior to scheduled booking time and carry a mobile phone to advise of any late arrivals (Telephone 02 6202 6999). Late arrivals may result in a modified tour in order to keep to scheduled times.
Arrival and Departure of buses including parking and entrance to Mint	Suitable for all ages, unrestricted disability access	No specific requirements	Interaction with other traffic in parking area and slip and trip accidents walking to and from main entrance	Bus Parking is located in centre drive of main car park in front of the building and is entered from the inward entrance from Dennison Street. Parking is parallel to kerb and students alight onto concrete footpath and enter building by way of a sloping path with gradual incline, to the main door. Students need to be alert to vehicle movements in the adjacent car park and stay on footpath at all times. Pathways are not covered from elements and may be slippery when wet.
Entrance to Mint Building and Foyer area	Suitable for all ages, unrestricted disability access	No specific requirements	Entrance is by way of double set of automatic glass sliding doors. Foyer is high ceiling with marble floor throughout	Students will need to be supervised to ensure that they do not run on the marble floors to avoid risk of slip and fall injuries and advised that noise need to be kept at reasonable levels so that problems are not created for other visitors to the Mint.
Viewing free standing displays throughout foyer and in shop	Suitable for all ages, unrestricted disability access	No specific requirements	Risk of injury if display cases move or become unstable	Students will need to be closely supervised by teaching staff and instructed not to lean on or push against the display cases.
Minting coin	Suitable for all ages, unrestricted disability access	No specific requirements	Coin or coin cover may not be correctly dispensed	Gallery staff will provide any missing covers and process any issues related to non-provision of minted coin
Climbing Stairs to upper viewing/education areas	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may slip or trip whilst using stairs	Students using stairs are to keep to the left of the stairway and hold handrail at all times whilst ascending or descending stairs. All students are to walk when on the stairs and be reminded not to run or to skip stairs. Disabled persons may use the lift adjacent to base of Ground Level stairway and be accompanied by a teacher or other responsible person at all times in the lift.

Please note that the information provided above is current as at 7/7/2017. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

<b>Activity/program</b>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>(for this activity/program)</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Use of Theatre and Education Rooms	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may slip and fall off seating	Students are to sit one person per seat at all times and move in and out of the area in an orderly manner without pushing or jostling.
Moveable furniture in gallery	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may be injured if they were to throw or move the children's seating. Students may fall if attempting to stand on the furniture.	Students are not to lift or move any unattached fixtures, chairs (at the colouring-in tables) or stools (used in the photography opportunity at the end of the viewing platform) nor stand on them. Teachers must supervise students in the galleries at all times.
Viewing of Normal Operational Activities from Mezzanine level viewing Galleries	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may slip and fall or glass may break.	Students are to move in an orderly manner and are not to lean against plate glass viewing windows
Viewing of any special exhibits or displays	Suitable for all ages, unrestricted disability access	No Specific requirements	Unauthorised entry to restricted display areas	Teachers must closely supervise students at all times and instruct them not to enter any roped off or restricted areas of the Public Gallery.
Viewing general displays throughout Mint Public Gallery	Suitable for all ages, unrestricted disability access	No Specific requirements	Glass breaking and causing cuts to students	Students are not to lean against any glass cabinets and to be closely supervised at all times.
Use of Outdoor Barbecue Area adjacent to Mint	Suitable for all ages, unrestricted disability access	No Specific requirements	Trip and fall hazards in and around trees, seating and barbecue facilities	Students to be closely supervised at all times and instructed to be careful of exposed tree roots, edges to tables and chairs and hot surfaces on barbecue plates.
Emergency Response	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may panic in the event of an emergency evacuation being required.	In the event of an emergency evacuation, all students and teachers are to obey all instructions given by Mint personnel in relation to the safe evacuation of the building and move to the indicated emergency assembly point until further instructions are given.

Please note that the information provided above is current as at 7/7/2017. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.