Belconnen Arts Centre – School Excursion Risk Management Plan

Venue: Belco Arts (Belconnen Arts Centre)
Street & Postal Address: 118 Emu Bank, Belconnen ACT 2617
Phone: (02) 6173 3300
Email: hello@belcoarts.com.au
ABN: 63 254 459 205
Website: belcoarts.com.au
Document owner: Belco Arts
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1) Purpose and scope

This document provides a venue-specific risk management plan for school and preschool excursions to Belco Arts. It is designed to support ACT schools to meet their excursion planning, duty of care and record-keeping requirements when visiting Belco Arts for activities such as guided gallery tours, talks, workshops, and theatre performances.

> **Note for schools:** This plan supplements (and does not replace) your school's own excursion risk assessment, approvals, consent and supervision planning. Teachers in Charge must adapt, add to and sign off this plan to reflect their cohort and activity.

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2) Applicable standards, policies and legislation (summary)

- ACT Education **Excursions Policy** and **Excursions Procedures** (including requirements for planning, risk assessment, approvals, documentation, student needs and external providers).

- **ACT Child Safe Standards** and National Principles for Child Safe Organisations (child-safety culture, risk management for child abuse, complaints handling, and code of conduct).
- **Working with Vulnerable People (Background Checking) Act 2011 (ACT)** – WWVP registration obligations for those in regulated child-related activities.
- **Work Health and Safety Act 2011 (ACT)** – general duties of care for workers, volunteers and PCBUs.

Full references are provided in Section 12 to assist schools with their approval paperwork.

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3) Belco Arts – site overview

- **Location/environment:** Belco Arts is located on the shore of Lake Ginninderra, within the Belconnen town center. Immediate surroundings include shared pedestrian/cycle paths, local traffic on Emu Bank, and public open space along the foreshore.

- **Access:** Level access to galleries and foyer via ramps/paths; accessible toilets available. Generous space on Emu Bank for coach drop off. Short-stay and paid parking is available along Emu Bank and across the road (behind Nature Conservation House). Nearest major public transport hub is Belconnen Bus Station (~450 m).

- **Typical activities:** gallery viewing and talks, theatre/dance attendance, hands-on visual arts workshops (e.g., drawing, collage, clay), Artist Q&A, Dance lessons martial arts, Meditation, Music lessons

- **Operating hours for visits:** Gallery hours Tue–Sun 10:00–16:00 (after-hours by arrangement), Theatrical performances and classes by appointment

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4) Roles & responsibilities on the day

- **Teacher in Charge (TiC)** – retains overall duty of care; confirms attendance list, supervision plan, student medical needs/medications, first-aid coverage, and transport arrangements; briefs students and accompanying adults; manages behaviour and contact with the public.

- **Accompanying staff/volunteers** – supervise assigned groups, follow TiC instructions; remain with students at all times; immediately escalate hazards or incidents; carry a charged phone and know the meeting point(s).
- **Belco Arts staff** – host, provide activity-specific safety briefings, manage venue hazards, lead evacuations as wardens, and provide first-aid support within their training/coverage.

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5) Supervision and group management

- **Supervision ratios:** ACT policy requires supervision to be risk-based and suitable to the activity and student needs. As a starting point only, Belco Arts recommends:
  - Years 3–6: *1 : 10*
  - Years 7–12: *1 : 20*
  - Adjust for students with higher support needs, complex medical conditions, large public crowds, or mixed indoor/outdoor movement near traffic/water.
- **Group sizes:** Belco Arts is a large facility with a variety of spaces so please contact us for group size suitability based on activity.
- **WWVP:** Adults who will supervise, instruct or have regular contact with students must hold a current WWVP registration (or meet the relevant exemption as determined by the school). Schools verify their own staff/volunteers; Belco Arts verifies its staff/volunteers.

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6) Emergency & incident management

- **Emergency types:** fire alarm, medical emergency, missing student, aggressive behaviour, severe weather, utility failure.

- **Evacuation:** On alarm, Belco Arts wardens will direct evacuation via nearest safe exit to the signed outdoor assembly area. Teachers must conduct a roll immediately on arrival at assembly and report any missing persons to wardens.

- **Medical:** Schools should bring a first-aid kit matched to student needs. Belco Arts maintains venue kits and trained first aiders; staff will assist and call **000** if required. TiC contacts parents as per school procedures.

- **Critical incident:** TiC initiates the school's incident reporting/escalation procedures and Directorate notifications after the event.

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7) Health, wellbeing & inclusion

- **Accessibility:** Galleries, foyer and theatre are accessible; advise any additional access needs during booking (e.g., quiet space if available, mobility support).

- **Medical/Allergies/Anaphylaxis:** Schools must bring individual action plans and medications (e.g., EpiPen, Ventolin). Belco Arts activities avoid common allergens where practicable; confirm materials in advance for students with sensitivities.

- **Infection control:** Encourage hand hygiene; staff will clean shared equipment between groups where feasible. Students or adults who are unwell should not attend.

- **Sun/heat/cold:** For outdoor movement between bus/venue or foreshore activities, apply sun protection and weather-appropriate clothing.

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8) Transport, arrival & movement

- **Arrival:** The TiC advises Belco Arts of ETA, mode of transport, and group size(s). Teachers provide a mobile contact and collect venue contact on arrival.

- **Buses:** Use designated legal bus stops/parking and supervise safe disembarkation. Do not block driveways or pedestrian/cycle paths.

- **Road crossings:** Use marked crossings and keep groups together with headcounts at each transition.

- **Personal property:** Bring only essential items; label belongings; keep bags tucked safely in designated areas during activities.

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9) Activity-specific hazards & controls – risk register (to be customised by the school)

How to use: Review the pre-filled hazards/controls and edit to reflect your cohort, activity and season. Add any additional hazards (e.g., specialised materials for a specific workshop). Sign off in Section 11.

#	Hazard / context	Potential harm	Risk	Controls (in place / to be implemented)	Residual risk	Responsible
1	**Proximity to Lake Ginninderra** when moving to/from venue or using foreshore (open water; shared paths)	Fall into water, drowning; slips on wet surfaces; cyclist collision	Med	Stay on paved paths; brief students to keep 1 m from water's edge; high-visibility vests for leaders where crowds/traffic are busy; extra adults for crossings; no water entry; monitor weather and path conditions	Low	TiC
2	**Traffic on Emu Bank & car parks**	Vehicle strike, near-miss	M	Pre-plan drop-off/pick-up; use marked crossings; keep group compact; headcounts before/after road crossings; adults at front/rear	L	TiC
3	**Public interaction** in a busy civic space	Stranger approach, separation	M	Clear behaviour and contact rules; buddy system; staff positioned at exits; toilets supervised by an adult waiting outside; regular headcounts	L	TiC
4	**Slips, trips, stairs, ramps** (rain, bags, cables)	Sprains, fractures	M	Walk, don't run; keep bags in designated areas; hazard signage; staff to report/remove trip hazards promptly; appropriate footwear	L	Belco Arts + TiC
5	**Gallery fixtures & artworks**	Cuts, pinches, damage to artworks	M	No touching displays unless invited; stay behind lines/ropes; smaller groups in confined spaces; educator to demonstrate safe viewing distances	L	Belco Arts
6	**Workshop materials**	Minor cuts,	M	Age-appropriate tools; safety brief; hand hygiene; PPE as	L	Belco Arts +

#	Hazard / context	Potential harm	Risk	Controls (in place / to be implemented)	Residual risk	Responsible
	(scissors, clay tools, paint/ink, glues)	dermatitis, ingestion		required (aprons, gloves); MSDS available for substances; avoid known allergens; first-aid kit on hand		TiC
7	**Electrical equipment** (lighting/audio) – staff-only areas	Burns, shock	M	Students excluded from plant rooms/backstage unless supervised; barriers and signage; staff operate equipment	L	Belco Arts
8	**Crowd density during performances**	Separation, distress, egress delay	M	Seat plans by class; adults on aisle ends; brief evacuation routes; extra headcounts before departure	L	TiC
9	**Behavioural concerns / complex needs**	Absconding, escalation	M	Individual risk plans; assign 1:1 support where required; request quiet space if available; proximity supervision near exits/water/roads	L	TiC
10	**Performance Effects Strobe, Sudden noise, Darkness, Themes**	Light-Induced seizure, Fright, Disorientation,	M	Clear signposting on performance effects used. Groups attending to notify of any medical requirements	L	
11	**Medical conditions** (asthma, anaphylaxis, diabetes, epilepsy)	Deterioration/emergency	M	Carry personal medications; confirm action plans; identify first-aiders; know closest AED; call **000** if required	L	TiC
12	**Air quality / smoke / extreme heat or storms**	Respiratory distress, heat illness, slips	M	Check ACT advisories same day; move activities indoors; modify or postpone outdoor movement as needed; Events with theatrical smoke used in accordance with WH&S policies advance warning will be provided	L	TiC + Belco Arts
13	**Missing student**	Harm, distress	M	Headcounts at each transition; buddy system; define meet-points; immediate search/escalation; notify police if required	L	TiC
14	**Early Arrival/Late Pickup**	Exposure	M	Belco Arts has capacity to hold to contain groups waiting on transport		

Risk key (guide only): L = Low, M = Moderate, H = High. Schools may apply their own matrix.

10) Materials disclosure – common workshops

Belco Arts workshops may use the following materials by arrangement (suitable for school use and age-adjusted). Safety Data Sheets (SDS) are available on request.

- Dry media (graphite, charcoal, pastels), water-based paints/inks, PVA glue, water-based clay, paper/card, child-safe scissors and craft tools.
- On request and subject to age/approval: lino cutting (with safety cutters), low-temperature glue guns, basic wire/armature, non-toxic dyes.
- Not used with students: power tools, solvent-based paints or adhesives, acid etching, hazardous chemicals, or equipment beyond school policy limits unless specifically risk-assessed with the TiC and approved by the Principal.

11) On-the-day checklist (for the Teacher in Charge)

Before departure
- [ ] Excursion approved; consent collected; medical/behavior plans and emergency contacts carried.
- [ ] Supervision plan confirmed (ratios, roles, WWVP checks for volunteers as required).
- [ ] Transport and drop-off/pick-up points confirmed with drivers and Belco Arts.
- [ ] First-aid kit and medications packed; at least one qualified first-aider attending.
- [ ] Students briefed on behavior, public interactions, lake/road proximity, photography rules and meeting points.

On arrival at Belco Arts
- [ ] Meet Belco Arts host; exchange mobile contacts; confirm timetable, evacuation signal, exits and assembly location.
- [ ] Confirm accessible routes, toilets, quiet space if requested and available and storage area for bags.
- [ ] Headcount and group allocation completed.

During visit
- [ ] Supervise transitions and crossings; headcount at each move.
- [ ] Follow workshop safety brief; manage allergies/sensitivities.
- [ ] Report hazards to Belco Arts staff immediately.

Before departure
- [ ] Final headcount; collect belongings; check toilets and seating area.
- [ ] Advise Belco Arts of departure; report any incidents/near misses.

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12) Reference pack for schools (for approval forms)

(Schools may copy these into their excursion submission paperwork.)

Venue details: Belco Arts (Belconnen Arts Centre), 118 Emu Bank, Belconnen ACT 2617; hello@belcoarts.com.au; (02) 6173 3300; ABN 63 254 459 205.
Public liability insurance: Certificate of Currency available on request (contact Belco Arts).
Emergency planning: Warden-led evacuation; signed exits; external assembly area; first-aid kits on site.
Accessibility: Step-free access; accessible toilets; contact us to discuss specific needs.
Risk register: See Section 9 (to be customised by the school) plus any activity-specific addenda.

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13) Sign-off (to be completed by the school)

School name: _____
Excursion date/time: _____
Teacher in Charge: _____ **Mobile:** _____
Attending adults (names/WWVP numbers where required by the school):
_____
Students attending (number): _____ **Year level(s):** _____
First-aider(s): _____ **Kit location:** _____

Transport mode(s): _____
Additional hazards/controls added by the school: _____

TiC signature: _____ Date: _____
Principal/Delegate approval (school use): _____ Date: _____

First Aid, Evacuation Map & Assembly location

EVACUATION DIAGRAM

118 EMU BANK, BELCONNEN, ACT 2617

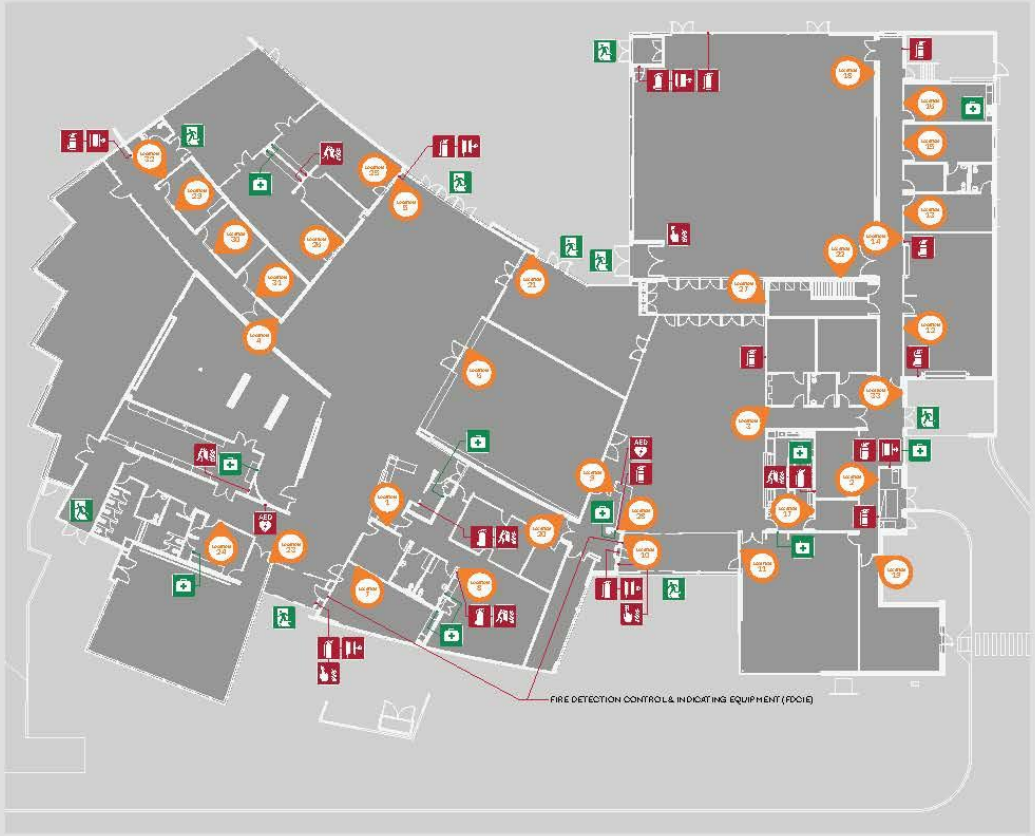
BELCONNEN ARTS CENTRE

REVISION: VFC-230205-02 I01 R00

VORTEX FIRE

WWW.VORTEXFEC.COM

GROUND FLOOR DISPLAY LOCATIONS



R RESCUE Rescue any people in immediate danger (if safe to do so).

A ALARM Raise the alarm, ring the Fire Brigade (000) and notify switchboard.

C CONTAIN Close all doors and windows to contain the fire (if safe to do so).

E EXTINGUISH Extinguish fire using firefighting equipment (if safe to do so).

ASSEMBLY AREA

P PULL Pull the extinguisher pin.

A AIM Aim the extinguisher at the base of the fire.

S SQUEEZE Squeeze the extinguisher lever.

S SWEEP Sweep the extinguisher side to side.

000 EMERGENCY

LEGEND

Primary Escape Path | Secondary Escape Path | Assembly Area | Emergency Exit | Fire Extinguisher | Fire Hose Reel | Fire Blanket | Defibrillator | Alarm | First Aid Kit

A

Visit specific map and assembly location can be provided on arrival or in the pre-visit email confirmation. Teachers should point out exits and the assembly location to students at the start of the visit and confirm meet-points for any split groups.

Photography and media

Photography in galleries / theatre may be restricted for copyright reasons; please check signage and staff guidance. Schools are responsible for ensuring parental consent aligns with their policies.

Contact during booking

Please advise when booking:

- Year levels, student numbers, additional needs and medical/allergy considerations.
- Desired learning outcomes and any curriculum links.
- Preferred times, visit duration.
- Transport method and ETA.

This plan is intended to be shared with visiting schools and attached to school risk assessments/approval packs. Belco Arts reviews this document periodically to reflect changes to ACT Government policy, site works on the Emu Bank foreshore, and our program of activities.