

# Excursion Risk Management Guide

## State Library of South Australia



This information is designed to assist you in the development of your **Excursion Risk Management Plan**.

### Booking a Visit

- Please ensure that you book your self-guided or guided visit through Eventbrite. This provides the State Library of South Australia (SLSA) with important details regarding attendance numbers and contact details.
- All excursions require a teacher/educator as the nominated adult-in-charge. A mobile phone contact number for this adult will assist the State Library to manage the safety of students, particularly if older students are working under indirect or self-reliant levels of supervision.

### Arrival and Departure

- The State Library of South Australia is located on North Terrace which is a high traffic area. It is recommended that students are closely supervised when crossing roads or accessing the surrounding outdoor spaces.
- Please enter the State Library through the glass entry foyer and scan the QR code on arrival to register your attendance for contact tracing.
- If you are booked into a guided learning experience you will be greeted by a Learning Team staff member. If you are booked in for a self-guided experience, please register your arrival at the Welcome Desk in the glass entry foyer area.
- School bags and valuables are discouraged where possible. Due to COVID-19 regulations, the cloakroom has been closed. Bags that are not over-sized can be taken into library spaces. School groups who are booked into a learning experience will have access to storage in the learning space. Please notify a security guard or staff member for access to bag store facilities if required. Further details [here](#).

### Safety and Movement around the State Library

- Please maintain a COVID-safe environment. For more details visit, [COVID Safe Library](#)
- All SLSA security staff are COVID marshals.
- Teachers/educators have a duty of care to ensure safety of students. Students have a responsibility to manage their safety by walking inside, staying with their group and maintaining supervision guidelines established by the adult-in-charge.
- Please consult your sector's camps and excursions guidelines for minimum supervision ratios. The State Library's recommended supervision ratios are 1:4 for years F-2, 1:6 for years 3-6 and 1:15 for years 7-12.

- Plan for appropriate supervision options. The 4 levels of supervision outlined by the Department for Education include:
  - Direct: teachers are at the activity location, supervising and/or instructing each child or young person involved
  - General: teachers oversee the total activity, which may be occurring in smaller groups
  - Indirect: teachers oversee the activity at a distance which ensures safety but minimises interruption
  - Self-reliant: teachers oversee the activity by employing very indirect supervision techniques such as:
    - discrete shadowing of the group
    - a series of checkpoints that students must visit
    - meeting the group from time to time along the way
    - predetermined telephone check times.
- Caregivers must specifically consent to students under 18 years of age participating in experiences involving indirect or self-reliant supervision. Self-reliant supervision is not generally considered appropriate for students below secondary school age, but this will be determined by the risk assessment and reflect the degree of readiness of the children and young people involved.
- Security staff are available if health and safety assistance is required. In the case of an emergency please follow the instructions of Security staff, who are guided by the State Library's emergency management plan. In the event of an emergency SLSA security staff will direct all school groups to the closest assembly point.
- Please ensure incidents or near-miss experiences are reported to a SLSA staff member or security staff.

## First Aid

A qualified first aid officer is on duty each day. Schools are permitted to carry their own first aid bag in all spaces.

## Amenities and Access

- The recommended toilets are located behind the wall in the glass entry foyer and in the Treasures Wall area on level 1. Wheelchair-accessible toilets are located in the Treasures Wall area, Mortlock Chamber level 1 (Northern end) and in the Institute building, ground floor.
- A public water fountain is available in the wall near the toilets in the glass entry foyer.
- Change facilities are located in Mortlock Chamber level 1 (Northern end).
- Ramp access is available at the western entrance to the Institute building off Kintore Avenue with another ramp connecting the Institute building ground floor to level 1.
- Access to the Spence Wing first floor and the Mortlock Chamber is via the lift in the glass entry foyer. Access to Mortlock Chamber level 2 is via the lift located on the western wall in the Mortlock Chamber level 1. Please follow lift capacity regulations.
- For more details view the [State Library Map](#).
- On-street disability parking is available nearby for permit holders. For more details and maps view [Adelaide City Council's Disability parking for permit holders](#).

## Learning Programs with State Library Learning Staff

- The SLSA Learning Team prioritise health, safety and welfare of school groups.
- All Learning Team staff have a current National Police Check and Working with Children Check.
- All learning team staff responsible for facilitating learning programs are COVID marshals.
- Risk assessments are developed for all learning programs.
- Non-toxic and sustainable materials are prioritised and where appropriate, learning programs include protective equipment and instructions for correct use.

## Insurance

- SLSA is insured under the South Australian Government's Insurance and Risk Management arrangements with SAFA. Under this agreement between SAFA and SLSA, SAFA will meet the cost of any Civil Liability claim made against SLSA. See letter of insurance [here](#)