



## Excursion Management Plan

### WA Maritime Museum

Victoria Quay, Fremantle

**Phone:** 1300 134 081

**Email:** [education@museum.wa.gov.au](mailto:education@museum.wa.gov.au)

**Website:** [museum.wa.gov.au/education](http://museum.wa.gov.au/education)

**Contact:** Customer Relations Officer

### Purpose of the Excursion

The *WA Maritime Museum* consists of two sites, the Maritime Museum, housing exhibitions relating to the maritime, cultural and natural history and heritage of Western Australia, and the Submarine HMAS *Ovens*. Both sites are located alongside each other on Victoria Quay.

The *WA Maritime Museum* offers a range of facilitated programs across developmental levels led by our experienced Learning & Creativity team. A variety of self-guided experiences are also available for schools that wish to explore the Galleries and local surrounds on their own. Both facilitated and self guided programs support the Western Australian Curriculum, particularly in the the area of Humanities and the Social Sciences.

### Environment

Entry to the *WA Maritime Museum* is from Victoria Quay, located in the heart of a working port facility. The Museum is in close proximity to the Fremantle Train Station. The Submarine HMAS *Ovens* is located next to the *WA Maritime Museum* on an historic World War II slipway.

### Within the Museum site

The Museum galleries are spread across three levels, accessible by both stairs and lift. Please advise if you have any participants with special needs so we can maximise the benefit of your visit.

For safety reasons, access to the Submarine HMAS *Ovens* is by guided tour only. Tours of the Submarine are suitable for students in years 4-12. Access to the Submarine is via an external staircase and involves climbing ladders and stepping over bulkheads. For safety reasons, the submarine may be closed in inclement weather conditions including high winds, thunderstorms or high temperatures.

Toilets, a drinking fountain and lockers are located within the *WA Maritime Museum*, however there are no toilet facilities on board the Submarine.

The *WA Maritime Museum* has very limited space available for storage of lunches and school bags. It is preferred that school bags are not brought on site and lunches are stored in a large tub, which can be stored in a designated area (Visitor Services Officers will assist). Please note that the area is not secured, and that other schools will have access to the same area.

The *WA Maritime Museum* is within 10 minutes walking distance of the *WA Shipwrecks Museum* and it is possible to visit both sites with the one excursion. Please refer to the Excursion Management Plan for the *WA Shipwrecks Museum* for excursion details.

## Transport

Transport remains the responsibility of the visiting school.

The *WA Maritime Museum* is an approximate 5 minute walk from the Fremantle Train Station.

Trains run from Perth Train Station to Fremantle.

Drop-off and pick-up bus bays are available outside the Museum site. For further information about parking, please contact the City of Fremantle on 9432 9999 or [www.fremantle.wa.gov.au](http://www.fremantle.wa.gov.au)

## Students' Capacity

The *WA Maritime Museum* caters for audiences from Kindergarten through to Year 12.

Our self-guided experiences take place in the Museum's galleries and grounds. Visiting the Museum provides students with an opportunity to engage with genuine artefacts and supporting interpretive material. In addition to static exhibits, there are multimedia and tactile opportunities for engagement.

Wheelchairs are available for use. Please advise at the time of booking your excursion if one is required.

Students from Years 4-12 can explore inside a real submarine on a guided tour of *HMAS Ovens*. For safety reasons, the tour is not suitable for students or supervisors who suffer from vertigo or claustrophobia. Students must be able to climb stairs and ladders and negotiate hatchways and bulkheads. It is required that students and supervisors wear closed-in shoes, and recommended that they wear trousers or shorts.

## Supervisor/Supervisory Team

It is a requirement to provide a supervisory team for excursions to the *WA Maritime Museum*. The school supervisory team must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary.

Visitor Services Officers are located throughout the *WA Maritime Museum* and while they will not undertake any role in a supervisory context, they will intervene where behaviour or activities put displays and/or the safety of individuals and other visitors at risk.

## External Provider Information

Clearances

- *Western Australian Museum* Learning & Creativity team members have a current Working with Children Check.
- It is a pre-employment requirement that staff of the *Western Australian Museum* provide a National Police Clearance.

## Current Accreditations and Qualifications

- *Western Australian Museum* Learning and Creativity team members are experienced and professional practitioners with varying levels of experience and qualifications. The team includes primary and secondary specialists with teaching experience.
- Visitor Services Officers hold current senior first-aid certificates. First Aid kits are available throughout the *Western Australian Museum* public spaces.

## Supervision Strategies

The *Western Australian Museum* requires the following supervision ratios, with a mandatory minimum of 2 supervisors per school supervisory team.

- Years K-2, minimum 1 adult to 6 students
- Years 3-10, minimum 1 adult to 10 students
- Years 11-12 (Museum only visit) minimum 1 supervisor with the group
- Years 4-12 (Submarine tour), minimum 1 adult to 10 students

**It is compulsory that students in K-Year 10 are allocated to groups with a supervising adult for the duration of their visit to the Museum.**

## Identification of Excursion Participants

Identification of excursion participants is the responsibility of the individual school. It can be helpful to Museum staff if students are dressed in school uniform, for clear identification, and if the school supervisory team members wear a name badge.

Museum Visitor Services Officers are located in the foyer of the Museum at all times and wear a uniform and name badge.

## Communication Strategies

Communication strategies between students and school supervisory team are the responsibility of the school. Please ensure everyone recognises the communication strategies. Please do not use whistles, two-way radios or mega-phones during your visit.

School supervisory teams are encouraged to bring a mobile telephone that they can be contacted on, and can use to call out during their site visit as necessary. Supervising teachers are asked to provide their mobile telephone number when booking their excursion, and to the front desk on arrival.

The Museum is equipped with a public address system which is centrally controlled from the desk in the main foyer.

Museum Visitor Services Officers are located throughout the galleries of the Museum and are in contact with each other and the desk in the main foyer via two-way radios.

## Emergency Response Plan

In the event of an emergency it is essential that all school visitors take directions from Museum staff who will be wearing red or yellow hard hats.

The Museum is equipped with an Emergency Warning System. A siren will indicate an evacuation is underway. If evacuation is essential all visitors will be assembled at a designated safe area. Teachers are required to do a roll call and must immediately notify Museum staff if any students are missing.

It is suggested that school supervisory teams have access to a list of names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.

While all our Visitor Services Officers have first aid training, it is the responsibility of the school to provide basic first aid to the students. Our staff will assist if possible.

## Briefing Students and Supervisors

You will receive a confirmation notice once you have made your booking.

On the day of your excursion, please inform the staff at the Museum's front desk of your group's arrival to confirm name of school, your mobile number and the numbers of students and adults.

School supervisory teams are encouraged to prepare students for the visit by outlining expected behaviour and learning outcomes.

Please note that photography may not be permitted in some temporary exhibitions – please check with staff if in doubt.

## COVID-19

The Museum has a COVID Safety Plan in place, and we are following government advice.

### Contact Register

- All persons aged 16 years and over are required to register their contact details on arrival at the Museum. This includes all attending teachers and accompanying parent helpers.
- The Museum recommends using SafeWA to check-in. SafeWA is a free, easy to use, secure contact register app developed by the WA Government. You can also register using a paperbased system.
- The Government also encourages adults accompanying children under 16 to register the children. This is a decision for the school and can be achieved by supplying a contact sheet of attending students on arrival at the Museum, which will be added to our manual register.
- In addition to the above, should the Museum be notified of a community transmission incident, the Museum will follow instructions from the Department of Health. Details of any school groups that have visited the Museum will be passed on to the Department of Health.

### Other COVID-safe actions

- Any student, teacher or parent helper who is feeling unwell, particularly if experiencing a fever, cough, sore throat, runny nose, shortness of breath, or loss of smell or taste, should not attend the excursion.
- We have increased the scope of our cleaning regime.
- We ask that all visitors practice physical distancing and good hygiene, and regularly sanitise their hands throughout a visit to the Museum.
- School groups will be asked to apply hand sanitiser before entry into the Museum. There are hand sanitiser stations at Museum entrances and throughout the Museum.
- General visitors will be able to check their temperature with an automatic temperature scanner before entry into the Museum. Teachers are encouraged to carry out a temperature check of all attending students, teachers and helpers prior to departing school groups and / or attending the Museum.
- Water fountains are only available for refilling of water bottles.

For updated information on how COVID-19 may impact your excursion please visit:

[visit.museum.wa.gov.au/covid-19-education-update](https://visit.museum.wa.gov.au/covid-19-education-update)

## Public Liability Insurance

- Insurer: Western Australian Government Treasury Managed Fund (RiskCover)
- Limit of Cover: \$800,000,000
- Public Liability Certificate of Currency document is included at the end of this document. Please visit our website [museum.wa.gov.au/education](http://museum.wa.gov.au/education) for further information on our education experiences.

This information is valid until 30 June 2023.

# CERTIFICATE OF CURRENCY

RiskCover

This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

**Public Authority:** Western Australian Museum

**Cover Number:** R/206904

**Cover:** General Liability (including Products Liability).

**Situation of Risk:** Worldwide

**Covering:** The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

**Limit of Liability:** \$800 million any one occurrence.

**Excess:** Nil

**Expiry Date:** 30 June 2024

**Conditions:** Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

**Date Issued:** 18 May 2023



Insurance Commission  
of Western Australia