

## Construction Futures Centre

### Excursion management plan



104 Belgravia Street  
BELMONT WA

9244 0100  
[cfc@ctf.wa.gov.au](mailto:cfc@ctf.wa.gov.au)  
[ctf.wa.gov.au](http://ctf.wa.gov.au)

#### **Purpose of the excursion**

The Construction Futures Centre is an interactive venue with a range of exhibits that highlight the careers available in Western Australia's building and construction industry and demonstrates the industry's significance to the economic and social wellbeing of the State.

Visits to the Construction Futures Centre can be tailored to suit age groups and subject requirements and presents a range of learning experiences that support the Australian Curriculum, particularly in STEM areas.

Entry into the Construction Futures Centre is free.

#### **Environment**

The Construction Futures Centre is located at 104 Belgravia Street, Belmont. It is easily accessible from north and south, via the Graham Farmer Freeway, Tonkin Highway and Great Eastern Highway.

The Construction Futures Centre comprises two floors of exhibit space, configured for wheelchair access. Wheelchair access to Level 1 is via a lift. The theatre includes a hearing loop.

Toilets (including wheelchair access) are on the ground floor of the exhibition space. A first-aid facility is available. There are no facilities for students to purchase and/or eat food on the premises.

The Construction Futures Centre grounds are secured by electronic gates, opened only for bus access.

#### **Transport**

Transport and transport costs to and from the Construction Futures Centre is the responsibility of the visiting school. Buses can enter the Construction Futures Centre grounds via the Belgravia Street entrance. Students can alight from buses under cover, directly in front of the Construction Futures Centre student entrance. Buses can remain parked in the undercover area during the excursion or depart via the Hubert Street exit.

### **Students' capacity**

The Construction Futures Centre caters for audiences from Year 5 through to Year 12.

Visits are facilitated by Construction Futures Centre staff members. In addition to a range of static exhibits and artefacts, students will have the opportunity to engage with multimedia, virtual and augmented reality technologies during their visit.

### **Supervision**

It is a requirement that schools provide a supervisory team for excursions to the Construction Futures Centre. The school supervisors must accompany students throughout the excursion, actively monitor behaviour and intervene as necessary. Construction Futures Centre facilitators will direct and assist students throughout the excursion; however, will not assume responsibility for student management or supervision. Construction Futures Centre facilitators may be required to intervene where behaviour or activity presents a risk to the safety of individuals and/or the integrity of exhibits.

### **Supervision strategies**

The Construction Futures Centre recommends that there is a minimum of two supervisors per excursion, with a preferred ratio of one adult to 10 students for Years 5 – 10 and minimum of one adult per group of 15 Year 11 and 12 students.

Excursion supervisors are encouraged to have clear communications strategies with students but are advised against using whistles, two-way radios or megaphones within the Construction Futures Centre building.

### **General excursion management**

Please allow up to two hours plus travel time for excursions to the Construction Futures Centre. Upon arrival, students will undertake an induction, which will include an audio-visual presentation and direction on using the Visitor Assistant Tablet\* (VAT).

Students are required to enter a valid email address into the VAT (personal, school and/or parent's email) which will allow them to record their responses and to interact with some exhibits. Feedback from the Construction Futures Centre to students will be via the email address entered into the VAT.

Students will explore three different areas during the excursion, covering residential, commercial and civil construction sectors of the industry. It is recommended that excursion supervisors divide the cohort into two groups prior to arriving at the Construction Futures Centre.

### **Identification of excursion participants**

The Construction Futures Centre is not open to the general public and only single bookings of up to 50 students are accepted at any one time. Students are not permitted to leave the building during the excursion.

### **Emergency response plan**

The Construction Futures Centre has an Emergency Response Plan which includes trained wardens, evacuation maps and routes, clearly marked exits and fire hydrant equipment. In the event of an emergency it is essential that all school visitors take directions from Construction Futures Centre facilitators who will manage evacuation of the building and

direct students and supervisors to assemble at a safe muster point. Supervisors will need to do a roll call and must immediately notify Construction Futures Centre facilitators if any students are missing.

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

Construction Futures Centre facilitators have first aid training; however, it is the responsibility of the excursion supervisors to administer basic first aid to the students.

### **Public liability insurance**

The Construction Futures Centre is insured by RiskCover. The limit of cover is \$800,000,000. The Certificate of Currency is included at the end of this document.

## **Construction Futures Centre information**

Construction Futures Centre facilitators

- have current Working with Children and National Police clearances;
- are experienced presenters with appropriate qualifications and experience
- hold current first-aid certification

### **Booking confirmation**

You will receive email notification once your booking is confirmed and the Construction Futures Centre facilitator will make contact with you a week prior to your visit to confirm attendance.

On the day of your excursion, your bus driver will drive into the Construction Futures Centre carpark via the Belgravia Street entrance and park in the undercover area directly in front of the student entry point. The bus can remain parked in this position or can exit via Hubert Street.

The Construction Futures Centre facilitators will greet the excursion group at the student entry point and direct them into the building to commence the excursion program.

Students will be welcomed and inducted by Construction Futures Centre facilitators in the theatre and be given directions on using the Visitor Assistance Tablet (VAT). Students will be divided into two groups (arranged by supervisors prior to visit) and directed into the exhibition space. Each group will follow a specific plan, covering all exhibits during their excursion.

At the conclusion of the excursion, students will be directed to the theatre for a Q&A debrief.

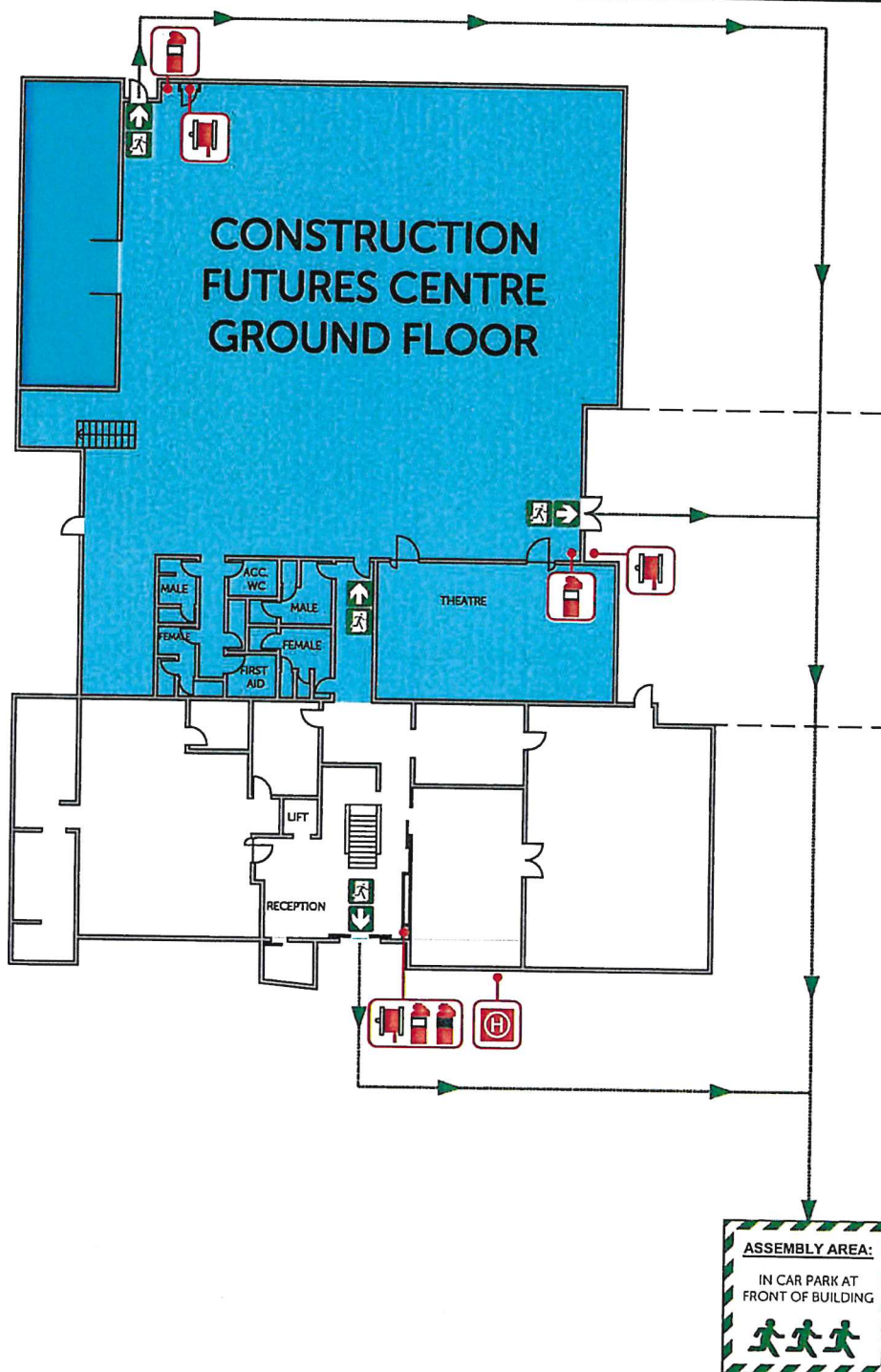
Photography is permitted within the Construction Futures Centre.

*\* The Visitor Assistance Tablet is a WIFI enabled iPod configured to help students interact with exhibits in the Construction Futures Centre. It is a locked, secure device. Students are required to enter their name and a valid email address into the device as part of their visit. Student details entered into the VAT are not saved or stored on the device. The device enables access to augmented reality technologies and way finders in the Construction Futures Centre and allows students to provide feedback on exhibits with a simple rating system. The Construction Futures Centre will use the email entered into the device to correspond with students/parents following the visit. Students/parents will be able to opt-out of all communications with the Construction Futures Centre following this email correspondence.*



# EVACUATION DIAGRAM

104 BELGRAVIA ST  
BELMONT, 6104



## EMERGENCY INFORMATION

### ON HEARING EVACUATION WARNING

- Cease all activities and move to nearest safe exit and evacuate to the Assembly Area.
- Report to the Warden at the Muster Point.
- If directed to cross roads, watch traffic and take care.
- Report any missing persons to Chief Fire Warden.
- Wait for the "ALL CLEAR" from the Chief Warden before re-entering the building

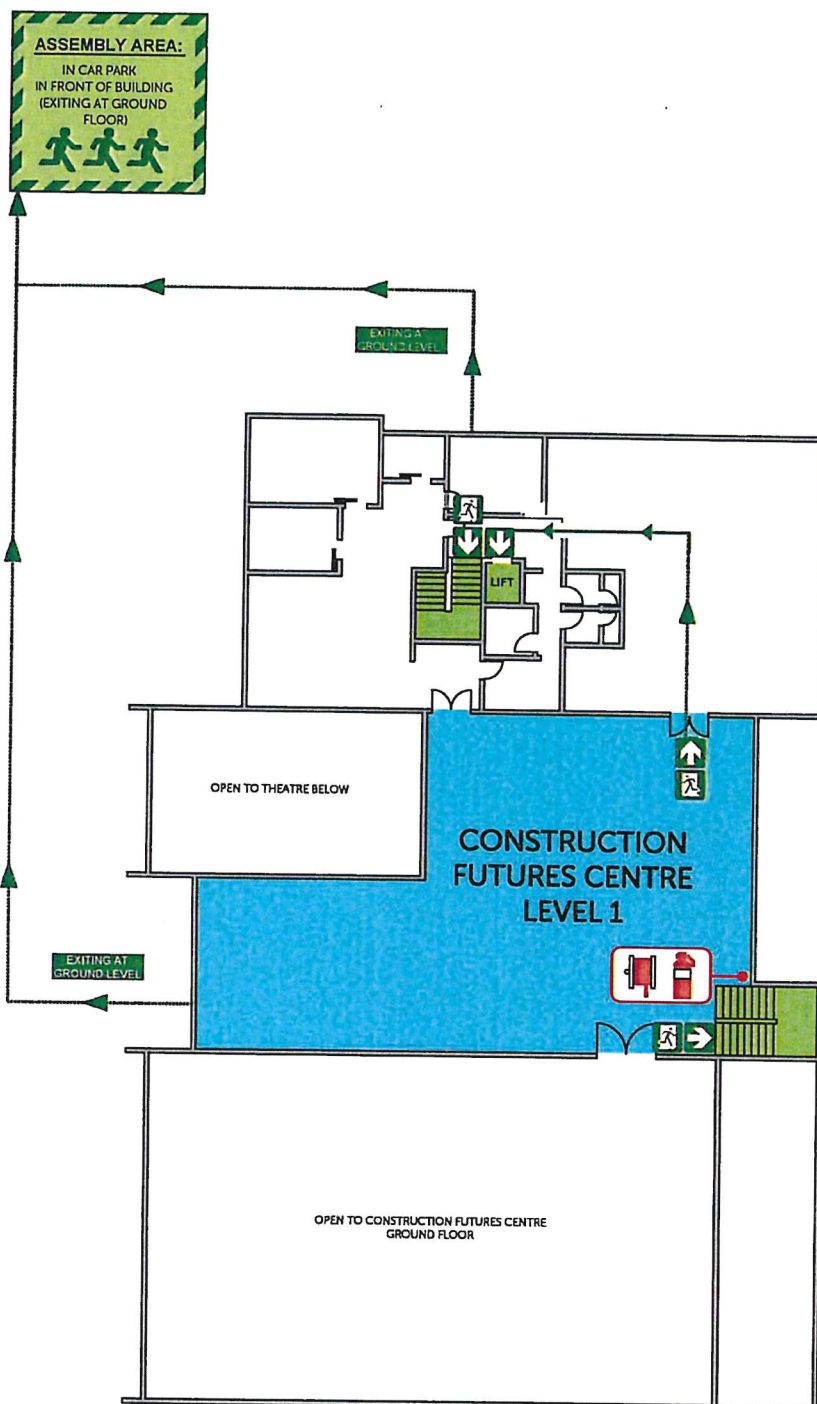
- |  |                                  |  |                 |
|--|----------------------------------|--|-----------------|
|  | Fire Hose Reel                   |  | Muster Location |
|  | Dry Chemical Powder Extinguisher |  | External Egress |
|  | CO <sup>2</sup> Extinguisher     |  | Path of travel  |
|  | Fire Hydrant                     |  | Emergency Exit  |
|  | Fire Blanket                     |  | First Aid Kit   |
|  | Defibrillator                    |  |                 |





# EVACUATION DIAGRAM







104 BELGRAVIA ST  
BELMONT, 6104

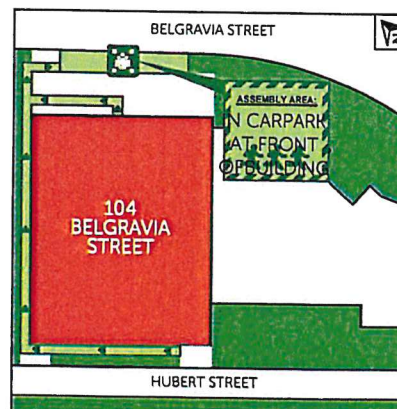


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-  Fire Hose Reel
-  Dry Chemical Powder Extinguisher
-  Muster Location
-  External Egress
-  Path of travel
-  Emergency Exit



# CERTIFICATE OF CURRENCY

The RiskCover logo consists of the word "RiskCover" in a serif font, with "Risk" in black and "Cover" in white. It is enclosed within a black rectangular border with a thin gold inner line.

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:** Building and Construction Industry Training Fund Board

**Cover Number:** R/207072

**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 2023

**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:** 22 June 2022



Insurance Commission  
of Western Australia