

Excursion Management Plan

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 9 through to Year 12.

The Construction Futures Centre is not open to the general public and only single bookings of up to 40 students are accepted at any one time. Students are not permitted to leave the building during the excursion.

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

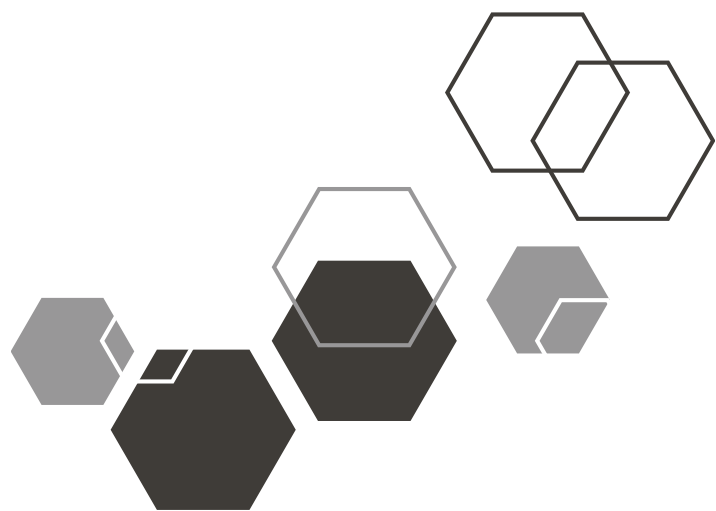
The Construction Futures Centre recommends that there is a minimum of two supervisors per excursion, with a preferred ratio of one adult to 10 students for Years 9 – 10 and minimum of one adult per group of 15 Year 11 and 12 students.

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.

✉ cfc@ctf.wa.gov.au

☎ (08) 9244 0100

📍 104 Belgravia Street,
Belmont WA 6104



Excursion Management Plan

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.

Students will explore the four sectors of the construction industry during the excursion, covering resources, 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.

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. 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.

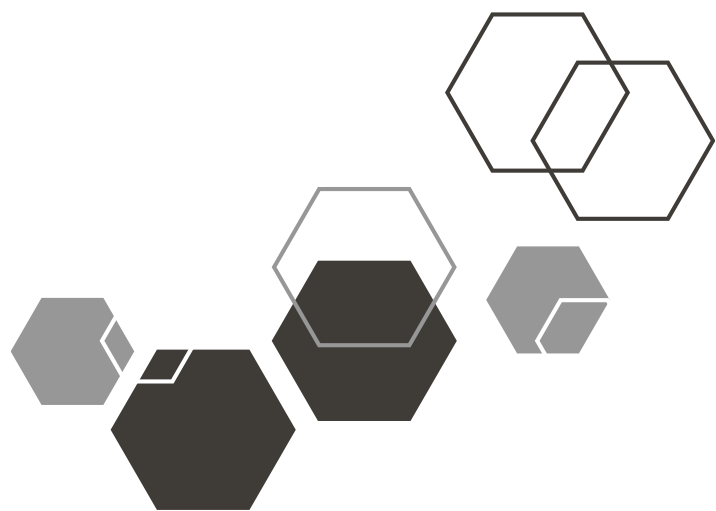
At the conclusion of the excursion, students will be directed to the theatre for a Q&A debrief.

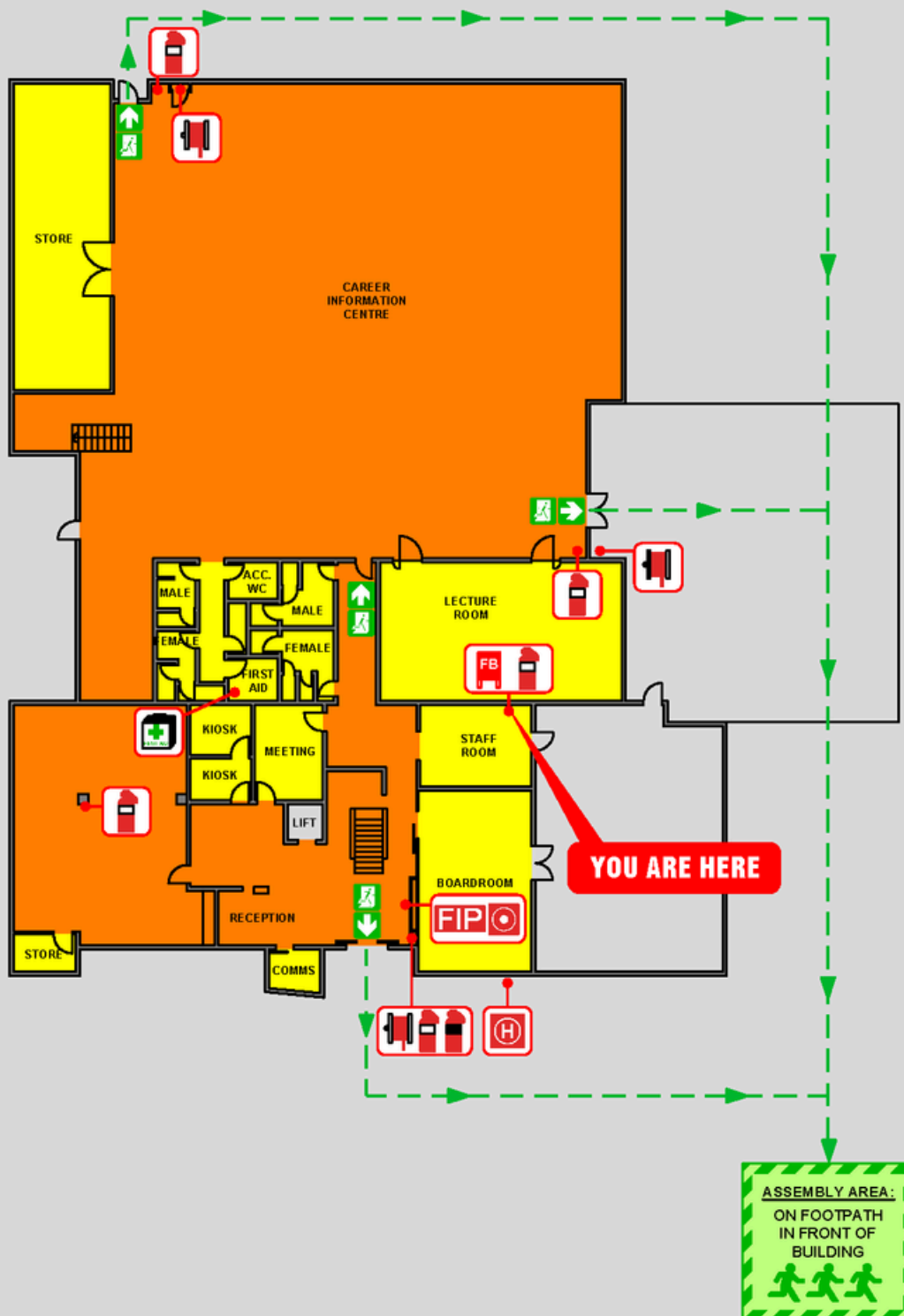
Photography is permitted within the Construction Futures Centre.

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EMERGENCY INFORMATION IN THE EVENT OF SMOKE, FIRE OR FIRE PANEL ALARM TONE

- 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.

DIAL - 000 EMERGENCY SERVICES

LEGEND:

	Fire Hose Reel		Muster Location
	Dry Chemical Powder Extinguisher		External Egress
	CO2 Extinguisher		Path of travel
	Fire Hydrant		Emergency Exit
	Fire Blanket		First Aid Kit
	Fire Indicator Panel		Manual Call Point

SITE PLAN - ASSEMBLY AREA LOCATION:





EMERGENCY INFORMATION IN THE EVENT OF SMOKE, FIRE OR FIRE PANEL ALARM TONE

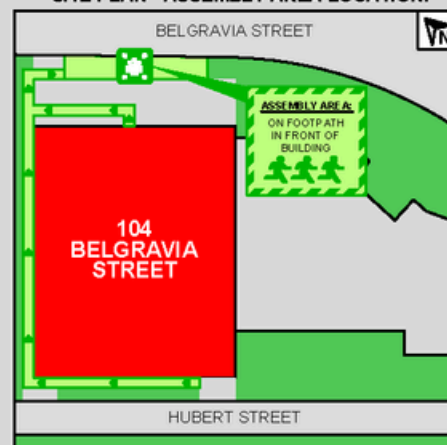
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DIAL - 000 EMERGENCY SERVICES

LEGEND:

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

SITE PLAN - ASSEMBLY AREA LOCATION:



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: 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 2025

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: 26 June 2024



**Insurance Commission
of Western Australia**