

**Ford Discovery Centre  
Group Safety and Booking information**



Visitors are most welcome to explore the museum at their leisure at the conclusion of any pre arranged guided tour. **Children must be supervised at all times.** Photography is welcome in the museum. Please note we have lifts for mobility impaired people, and the museum is wheelchair friendly.

Safety guidelines for visitors to the museum are detailed below, and we would encourage you to share this information with your tour group prior to your arrival.

**Group admission to the museum is contingent on the group organiser having read these instructions below and returned this email accepting and understanding the safety conditions.**

**CANCELLATION POLICY**

Cancellation or reductions in group tour size must be advised 2 full working days prior to visit. Unless notified 2 working days in advance, if the tour group size is reduced to less than 90% of the booking, the fee charged will be a flat rate of 90% of the quoted cost above. If you have any questions, or changes to your arrangements, please contact us.

We look forward to your visit

**SAFETY GUIDELINES**

This museum contains vehicles, technical exhibits, interactive exhibits, and a recreational area which are designed to interest, entertain and educate visitors of all ages and levels of interest.

**While guidelines below are intended to assist, there is no substitute for common sense.**

For the safety of yourself and other users in the museum:

- No food or drink in the museum.
- Footwear must be worn. Bare feet visitors will not be allowed.
- No running in the museum

Protective barriers are there to protect the vehicles - please do not lean on them, and do not make any attempt to touch the vehicles. As a general rule keep 0.5 metre back from the barriers.

Vehicles which are not behind barriers must not be interfered within any way. Do not try to open doors; lift the hood or any other part of the car.

The interactive exhibits are designed to educate while being entertaining. It is recommended that group organisers/teachers/carers monitor the group's behaviour while self exploring these exhibits, to ensure safety is not compromised.

It is highly recommended that at least one first aid trained person is accompanying the group.

**Please answer the questions below and return the email to us.**

**I have read the safety guidelines above and the risk assessment below and have/will share them with my group** **Yes/No**

**There is a first aid trained person in our group.** **Yes/No**

**The name of the first aid person is.....**

**Name of group organiser .....**

**Contact number.....**

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**Ford Discovery Centre Risk Assessment Policy**

**Effective 2011**

**Group Tours at the Ford Discovery Centre**

**The Premises:** The Ford Discovery Centre was opened to the public in April 1999. The building that the Centre is situated in is a restored woolstore. An extensive remodelling and refit of the exhibition space was completed by registered contractors under the guidance of structural engineers. The exhibition space consists of two floors with a stairwell void providing access to the upper storey. Lift facilities are available for those who are unable to navigate stairs. The Centre is fully wheelchair accessible, including ample spacing between exhibits and has disabled rest room facilities. The Centre is covered by public liability insurance.

**Special clothing or equipment required:** No special clothing or equipment is required on a visit to the Ford Discovery Centre. The Centre is fully air-conditioned and heated during opening hours. The Centre has wooden floorboards. The wearing of appropriate clothing including shoes with non slip soles is preferable. The Centre does keep a First Aid kit and trained First Aid officers on the premises which may be utilized if the need arises. Touring groups are encouraged to bring their own specially equipped first aid kit along with them in the case of a group member with special needs. Groups of individuals with special needs should follow their own guidelines as to the types of equipment they bring along for their group.

**Risk Assessment**

	<b>Very likely</b>	<b>Likely</b>	<b>Unlikely</b>	<b>Highly unlikely</b>
<b>Likelihood of fatality</b>				<b>X</b>
<b>Likelihood of major injury</b>				<b>X</b>
<b>Likelihood of minor injury</b>			<b>X</b>	
<b>Likelihood of negligible injury</b>			<b>X</b>	

**Ford Discovery Centre Emergency Management:** The Ford Discovery Centre employs Deakin University emergency management policies and training. Deakin University emergency policies may be found at [www.deakin.edu.au/emergency](http://www.deakin.edu.au/emergency) In the event of a medical emergency the Ford Discovery Centre utilizes the Victorian Emergency Services and/or Ambulance Service. The nearest hospital is the Geelong Hospital which is located approximately two minutes' drive from the Centre.

The Ford Discovery Centre has acted to minimize all risks associated with a visit to its premises. Emergency exits are kept clear as per Deakin University policy, fire equipment including emergency exit lighting is checked regularly and serviced when required. Vehicles are displayed with batteries disconnected and are locked from access by the public. In the event of an emergency evacuation, sirens will be heard, trained staff will assist in evacuation of the building and emergency services will be alerted. Visitors will be disallowed access to the Ford Discovery Centre until given approval by emergency services personnel.

**Recommendations:** Prior to a visit to the Ford Discovery Centre, teachers should brief students on appropriate clothing and behaviour whilst in attendance. Students should take care entering and leaving the building to and from the bus. Students who require ramp access and people with prams or pushers should access the Centre via the ramp provided and use the lift facilities provided to access the top level of display.

**Please contact**

Public Programs Coordinator

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We will aim to respond to your enquiry within 24 working hours.

Should you wish to speak with us directly please be mindful we may be conducting tours so please ensure you leave a clear message as to your contact details and will respond as soon as we are able.