

## EXCURSION INFORMATION

This information is provided to help you plan your visit and addresses requirements in the Education Department's Appendix E: Hire and Provision Services (Section B).

### Contact Us

<i>Name</i>	The Bell Tower, Home of the Swan Bells
<i>ABN</i>	99 137 320 487
<i>Address</i>	Barrack Square, Riverside Drive, Perth
<i>Mailing Address</i>	PO Box 5589, Perth St George's Tce, WA 6831
<i>Manager</i>	Paul Grootveld
<i>Email</i>	<a href="mailto:reception@thebelltower.com.au">reception@thebelltower.com.au</a>
<i>Phone</i>	(08) 6210 0444
<i>Fax</i>	(08) 6210 0499

We are open everyday except Christmas and Good Friday from 10am, and have accessible facilities available.

### Bookings

To book, phone (08) 6210 0444 and speak to the Duty Supervisor or fax us on (08) 6210 0499.

At the time of booking your visit, please indicate if your class would like a demonstration of how these bells are rung.

We can then organise one of our volunteer bellringers to show you how full-circle ringing is done and provide an opportunity for students to 'chime' a bell. (Chiming is very safe for those of us without ringing experience).

Demonstrations generally last approximately 30 minutes and provide a really interactive experience.

Also if it is more convenient to begin your excursion earlier than our normal 10am opening we can open from 9.30am for your group. Just indicate this at the time of your booking.

As the capacity of the building is limited to 100 persons by Fire Regulations, booking of groups is essential. Confirmation of group numbers close to the date of the visit is appreciated.

*Due to the building's surrounding water feature and proximity to the river, an excursion to the Bell Tower is defined by the Department of Education and Training's Excursion Policy as a Water-based Activity and subsequently necessitates the ratio of supervision required for a closed water environment.*

### Conditions of Entry

Flat shoes must be worn for access to the observation deck. Prams, large bags and bulky items should be left at the front counter.

For school visits we request that school bags and valuables are not brought on the excursion or left on the bus as space for storage of school bags is very limited and unsecured.

## **Staffing**

There will be Bell Tower attendants located within the building to monitor the public and provide service and information. A Duty Supervisor is on duty at all times at the Bell Tower and the Manager will also be available on the day. All staff at the Bell Tower have a National Police Certificate.

Please see one of our attendants or our front counter staff should you require assistance from the Duty Supervisor.

As visits to the Bell Tower are largely self-guided, the staff at Bell Tower cannot take total responsibility for supervision of school groups - teachers are required to maintain management of their students.

## **First Aid**

The school will be responsible for first aid services. The Bell Tower will not guarantee that staff will be available to primarily respond to a first aid incident. We have a comprehensive first aid kit and will make every effort to be of assistance during an incident.

## **Emergency Response**

During the event of an emergency the staff of the Bell Tower will respond as quickly and efficiently as possible, based on a documented response plan. This is available on request. Our staff are trained to respond to specific emergency incidents and the building is equipped with an automatic evacuation announcement system, fire hoses and extinguishers. Also emergency response maps are located on each level indicating the exit path and location of fire equipment.

*In the case of an emergency:*

*Teachers and students will be required to listen to PA system announcements and respond to directions from Bell Tower staff. It is the teacher's responsibility to act on Bell Tower staff directions and mobilise/evacuate their group from premises as safely and effectively as possible.*

## **Supervision and Behaviour**

Teachers are responsible for upholding Education Department and School supervision and behaviour policies. Bell Tower staff will communicate and liaise with school staff following any incident concerning inappropriate supervision or behaviour.

## **Insurance**

The Bell Tower holds Public Liability Insurance with Lloyds of London and a certificate of currency for this policy is available on request.

## **Public Transport**

**Bus** – catch the Blue Cat from Perth Railway Station (or anywhere along the Blue Cat route) and exit at Barrack Square.

**Ferry** – provides services from South Perth.

**Train** – connect to the Esplanade train station and walk across the Esplanade.

For all public transport information go to the Transperth website for more information at [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

**Parking**

Guaranteed parking is not available within Barrack Square but there is a bus drop off area on the western side of the Square with signs indicating a 15 minute parking period. The nearest Council car park is on Terrace Road behind the Perth Concert Hall. The Convention Centre car park is another alternative.

If you require any further details please contact us.

We look forward to seeing you soon