

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Olympic Park Authority		
Location	Education Centre, Bicentennial Park, Sydney Olympic Park, New South Wales, 2127		
Phone number	02 97147888 - Bookings	Fax number	0297147466
Web address	www.sydneyolympicpark.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/program <i>Please list</i>	Staff accreditation/competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Excursion Programs occur outdoors in the Parkland areas and the built facilities within Sydney Olympic Park. Kindergarten to Year 12.	Workshops delivered by qualified Education Officers employed by the Authority.	Emergency Response	Sydney Olympic Park Authority staff carry 2 way radios and mobile phones and able to summon emergency services via the Sydney Olympic Park Operations Centre.
	Education Officers have current Emergency First Aid, including CPR, qualifications.	General	Safety briefing conducted for teachers and students by the Authority staff at the commencement of the excursion. Minimum staff to student ratios of 2:30 enforced (this is one school teacher and one SOPA Education Officer per 30 students). The school teacher must be present with a group at all times during the activity. Children must keep to pathways at all times.
		Traffic on service roads and roads	Speed limit enforced. All authorised vehicles have a permit displayed on dash board and indicator lights flashing. Regular ranger patrols are conducted throughout the Sydney Olympic Park precinct. Students are supervised by SOPA Education Officer to cross roads at designated pedestrian crossings.
		Cyclists on pathway	Warning signs displayed around the excursion area. Students are asked to stay to the left hand side of the pathway to allow for safe passing of the bikes.
		Injuries caused by inappropriate	Students must observe equipment safety & instructions during workshops, particularly for electrical and manual equipment.

Please note that the information provided above was current as at 07/07/2015. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. If this information changes, the venue will advise the Department of Education and provide an update.

		use of equipment	
		Floating pontoons under board walk	Spoken warnings advising of the potential for unexpected movement. Students are encouraged to walk in single file along the boardwalk to reduce the amount of movement and reduce the risk of falling off.
		Other water hazards	Fences generally installed adjacent to pathways. Safety platform installed at 1m depth around the edge of Lake Belvedere.
		Remediated land and recycled water	All land has been remediated to EPA standards. All water has been treated to Sydney Water standards. Neither presents a hazard to the public however we do not conduct activities which involve digging in soil or handling recycled water.
		Education Tower and Treillage	Students are permitted up the stairs under supervision of Education Officer and Class teacher. Steps may be slippery in wet weather. Students may not climb or sit on rails. No items are to be dropped from height.
		Use of Public Amenities (male and female public toilet block)	We advise that the public amenities be supervised, during break times, by a school teacher accompanying their students to the park for a booked school excursion. Students are advised to use a buddy system when visiting the toilets. Students are not permitted to use the amenities outside of specified group break times, unless they are supervised by their school teacher.
		Play ground	All students must be supervised on equipment. If students are under the instruction of an Education Officer, safety instructions will be given before students are able to enter the area.
		Allergies	Class teacher is to ensure that students with allergies especially to pollens and grasses have their relieving medication with them. These students must be identified to SOPA staff before the commencement of activities and a copy of the school management plan for these students must be available. SOPA Education have Epi pens on site and staff have had relevant training in using the epi pen.
		Natural Elements	Mosquitos, sun/heat, cold, rain Mosquito repellent may be necessary for students to use during the warmer months

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Examination of soil using pre-collected sample	Students will be provided with gloves to protect their hands during activities that use a soil sample.
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	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	Students should supply their own sunscreen, mosquito repellent and drinking water. Students and teachers will need to bring their own lunch.
	Teachers will need to provide each student with a worksheet (if required) for the excursion.
	Students and their supervisors must wear comfortable, sturdy and closed footwear, and appropriate clothing for outdoor activity, including wet weather gear if raining.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Sydney Olympic Park Authority staff delivers workshops and guided tours but teachers are responsible for student supervision.

Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Emergencies	Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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First Aid	Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Child-related employment	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Department of Sport and Recreation

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	<p><i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200.</i></p>
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