

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Sydney Olympic Park Authority			
<b>Location</b>	Education Centre, Bicentennial Park, Sydney Olympic Park, New South Wales, 2127			
<b>Phone number</b>	02 97147888 - Customer Service & Sales 0438642817 – Education Coordinator	<b>Fax number</b>	02 97147818	
<b>Web address</b>	www.sydneyolympicpark.com.au			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
<b>Enviro Excursion Programs</b>  Excursion Programs occur outdoors in the Parkland areas and amongst the built facilities of Bicentennial Park, Sydney Olympic Park.	K-12 5years to 18 years	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.
			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  Cyclists on pathway	Speed limit enforced. Regular ranger patrols.  Warning signs displayed at either end of the excursion area.

			Injuries caused by inappropriate use of equipment	Students must observe equipment safety & instructions during workshops, particularly for electrical and manual equipment.
			Floating pontoons and wooden boardwalk	Warning signs advising of potential for unexpected movement displayed. Limit of five people at any one time on a floating platform. Care must be taken at all times on the wooden boardwalk as it uneven and can be slippery when wet
			Other water hazards	Fences generally installed adjacent to pathways.
			Handling soil and water	Students provided with gloves when handling soil or water. Trowels and containers provided for water and soil collection. SOPA staff provide safety instructions before commencement of activities involving close contact with soil or water.
			Hand hygiene	All students and teachers attending an outdoor site are required to wash hands before eating. This removes any unintended contact material from water and soil.
			Spraying of insecticides and herbicides	At certain times of the year aerial spraying to kill mosquitoes is undertaken. These areas are closed to the public until spraying operations are completed. Areas where herbicides are applied are closed to the public until sprayed area is dried. Warning notices are erected near areas of spraying. Spraying is carried out according to the manufacturer's instructions and required standards by qualified staff. Spraying is not carried out in high winds to prevent the sprays carrying outside the intended areas.
			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.
			Trip hazards - narrow-gauge railway	Track and surrounds are out of bounds at all times.
			Presence of trains	Trains travel quite slowly and driver is on lookout. Warning devices on trains. Ensure you are vigilant when in the vicinity of railway.
			Allergies	Class teacher 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.
			Natural Elements	Mosquitoes, sun/heat, cold, rain Appropriate protective clothing, footwear, insect repellent and sunscreen should be worn.

<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Scientific equipment including thermometers, universal indicator, barium sulphate, wind meters, hygrometers, soil samples, water samples, nets, buckets. Sporting equipment (primary students only)	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Other requirements</b> <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 and plenty of drinking water.
	Students should be encouraged to wear a wide-brimmed hat and bring their own insect repellent.
	Students and their supervisors must wear comfortable, sturdy and closed footwear, and appropriate clothing for outdoor activity, including wet weather gear if raining.
<b>Supervision/services</b> <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.
	All students are briefed on safety procedures before undertaking an activity
	A student behaviour policy is available on the Sydney Olympic Park website
<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	<i>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?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>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 Arts, Sport and Recreation</i>
	<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"/> <i>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <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>