

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Olympic Park Authority			
Location	Cathy Freeman Park, Olympic Boulevard, Sydney Olympic Park, New South Wales, 2127			
Phone number	Bookings Coordinator 97147888	Fax number	02 97147281	
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>	Recommended age group/fitness level/ prerequisite skills	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>
'Get Active Day' is part of the Active Lifestyle Program. 'Get Active Day' provides Stage 1-3, K-6 students an interactive day of physical activities that are dedicated to achieving PDHPE outcomes. It is an action-packed program of basic fundamental movement skills in the morning, followed by games, races and competitions in the afternoon. This program is offered towards the end of each term as a structured school picnic day.	Stage One, Two & Three	Workshops delivered by qualified PDHPE lecturers & students from Australian College of Physical Education and by Education Officers from Sydney Olympic Park	Emergency Response	Sydney Olympic Park Authority staff/ ACPE carry mobile phones and able to summon emergency services via the Sydney Olympic Park Operations Centre.
			General	Safety briefing for teachers and students by the ACPE staff at the commencement of the excursion. Minimum staff (teachers and ACPE) to student ratios of 2:30 enforced. The school teacher must be present with a group at all times during the activity. Children must keep within the park at all times.

Please note that the information provided above was current as at 01/05/2011. 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.

				Boundary area is marked by witches hats.
			Public traffic on nearby roads of venue, including cyclists & occasional skateboarders on pathways.	Speed limit enforced along Olympic Drive and surrounding roads. Regular ranger patrols.
			Injuries caused by inappropriate use of sporting equipment	Students must observe sporting equipment safety & instructions.
			Trip hazards	Students must be aware of safety and taking care walking on paved areas, and grassed areas with protruding auto sprinkler heads.
			Cauldron Fountain	Water fountain. Students may not stray from the activity boundary area to the Cauldron Fountain unless with teacher supervision.
			Natural Elements	Sun/heat, cold, rain. Appropriate protective clothing should be worn.

Equipment

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

Balls of various sizes	Cricket sets, tee ball sets
Parachutes and Bean bags	Tennis racquet and tennis balls
Skipping ropes and hoops	Frisbees, lacrosse racquets and balls
Plastic cones and markers, pop up soccer goals	Batons and coloured braids
	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"/>

Other requirements

Where relevant, list other requirements

Students should supply their own sunscreen and plenty of drinking water. Students and teachers will need to bring their own lunch.

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<i>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 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 physical 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 & Australian College of Physical Education staff run and supervise the program and logistics of the day. Teachers from attending school are responsible for student supervision during the program and scheduled breaks.
	Supervision of students moving to and from activities and the toilet blocks are the responsibility of the teachers of the participating school.
Access	<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"/>
Emergencies	<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"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> 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 Arts, Sport and Recreation		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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.			

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