

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Olympic Park Authority			
Location	Newington Armory, Sydney Olympic Park, New South Wales, 2127			
Phone number	Bookings - 02 97147888	Fax number	02 97147466	
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>
Renewable Energy Excursion at the Education Centre, Newington Armory. Students focus on physical phenomenon with solar, water and wind energy sources. Students undertake hands-on activities to explore alternative renewable energy types in and around an Education Centre that is 100% solar powered.	Stage Three	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 are able to summon emergency services via the Sydney Olympic Park Operations Centre.
			General	Safety briefing for teachers and students by the Authority staff at the commencement of the excursion. Minimum staff (teachers and the Authority) 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 to pathways at all times.
			Traffic on service roads Cyclists on pathway	Speed limit enforced. Regular ranger patrols through out the Sydney Olympic Park Precinct.

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.

			Injuries caused by inappropriate use of equipment	Students must observe equipment safety & instructions during workshops, particularly for electrical and manual equipment ie torches/lights, fans/ wind turbines & hand generators.
			Floating pontoons	Warning signs advising of potential for unexpected movement. Limit of five people at any one time on a floating platform.
			Other water hazards	Fences generally installed adjacent to pathways.
			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.
			Natural Elements	Mosquitos, sun/heat, cold, rain. Students may need to bring repellent during the warmer months of the year.

Equipment

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

Armory Building

Solar panels, wind turbines, multimeters, hand generators, solar powered cars, water turbine, wind meters, thermometers, light bulbs, water wheels, energy bikes (modified push bike) related cords and wires, turning wheels and models.

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?

Yes No

Other requirements

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

Students should supply their own sunscreen and plenty of drinking water and their own lunch. Students should be encouraged to wear a wide-brimmed hat and bring their own insect repellent.

Teachers are required to supply students with the relevant worksheet 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.

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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Sydney Olympic Park Authority staff deliver 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"/>
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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