

## Venue and Safety Information for 2015 Youth Eco Summit

<b>Venue name</b>	Sydney Olympic Park Authority			
<b>Location</b>	Newington Armory, Sydney Olympic Park, New South Wales, 2127			
<b>Phone number</b>	Bookings 02 9714 7888	<b>Fax number</b>	02 9741 7818	
<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>	<b>Recommended age group</b>	<b>Staff accreditation/competence</b>	<b>Potential risks</b>	<b>Control Strategies</b>
Youth Eco Summit is an event held 21-22 October 2015 for primary and secondary students Newington Armory, Sydney Olympic Park	Stage 2- 6	All presenters and providers	Child protection	All workshops will have a qualified teacher from the school present with students during the workshop session. Workshop presenters will have submitted Working with Children Check clearances where required.
		Sydney Olympic Park Authority site services	Emergency Response  Fire	Buildings are designed and fitted with BCA compliant emergency and fire evacuation systems and procedures. Sydney Olympic Park Authority staff carry two-way radios and mobile phones. Staff are able to summon emergency services via through Sydney Olympic park Operations Centre. The SOP Operations Centre is staffed 24 hours a day, seven days a week and can be contacted on 02 9714 7777. SOP rangers and security are also on patrol.  Fire season procedures are in place. Water supplies and access for emergency services, and an emergency evacuation plan, including refuges, are established.
		Environmental Protection Authority, Sydney Water	Remediated lands and recycled water	Effective procedures, locks, fencing, signage, regular ranger patrols exist. All land has been remediated to EPA standards. All water has been treated to Sydney Water standards. These materials do not present a public hazard. Workshop providers may conduct activities

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				which involve handling recycled water or soil, protective materials will be provided.
		General	General Rules	All participating students must be accompanied by a qualified teacher in accordance with the relevant excursion policy. Teacher(s) must be present at all times during activities. Students must follow the instructions from Sydney Olympic Park staff at all times when in the Parklands.
		St John Ambulance Officers and accompanying teachers	Injury, illness, allergies	A St John Ambulance will be on site during the event. Accompanying teachers are responsible for administration and management of student medications.  A Medical Requirement Form must be provided to be held onsite by a YES Committee Member.
			Event located in close proximity to prison	Corrective Services procedures, after-hours lockdown of Wilson Park and lockdown of Newington Armory, closed circuit television (CCTV) coverage, and regular security patrols.
			Isolation of Newington Armory	CCTV coverage, defined pathways throughout parklands, directional signage, and regular security patrols. Fencing is in place for critical areas and repairs are undertaken quickly.
			Crowd management	Large gatherings supported by event staff, rangers and security, CCTV coverage.  Central meeting place and onsite visitor services staff.
			Media coverage	Schools are responsible for informing parents that the event will include photography and videography. Schools are responsible for confirming media release permission and identifying students excluded from photo or video record. Accompanying teachers are required to effectively manage students with and without media releases on the day.
			Trip hazards including narrow-	Track and surrounds are clearly marked and out of bounds at all times. Regular maintenance and inspection

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			gauge railway, surfaces, escarpments, water	program in place. Incident report and response procedure in place. Barriers and fencing in place. Waterways, water features and fountains are contained by fencing and signage.
			Presence of trains and auto traffic	Trains travel quite slowly and driver is on lookout. Warning devices on trains. Visitors should ensure they are vigilant when in the vicinity of railway.  Traffic signage and physical controls. 10km speed limit throughout Armory. Roads closed during events with load in and load out of materials occurring before and after students arrive and depart. Cycling code of practice enforced.
			Natural Elements: mosquitos, sun, heat cold, rain.	Aerial spraying of mosquito habitats. All schools required to adhere to Sun Safe policies and enforce suitable school dress code. Potable water will be freely available.  Most workshops are undercover and would provide some shelter from heat and rain.

<b>Equipment</b>	
Various- this depends on the presenter and what is being presented	Each presenter is required to submit a hazardous materials register. All care will be taken to minimise the risk to students, teachers and staff.
	<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>	Students should supply their own sunscreen and plenty of drinking water. Students and teachers will need to bring their own morning tea and lunch.
	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. It is preferable that student wear their school uniform for ease of identification on the day.

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<b>Supervision/services</b>	Youth Eco Summit held at Sydney Olympic Park is presented by NSW Department of Education and Communities, Sydney Olympic Park Authority, University of Western Sydney and a variety of presenters and exhibitors	
<b>Access</b>	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"/>
<b>Emergencies</b>	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"/>
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	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"/>
<b>Child-related employment</b>	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 Commission for Children and Young People	
	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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