

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

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| <b>Venue name</b>                                                                                                                                                                                                                                                                                                                                                                                                                             | Sydney Olympic Park Authority                                                                                   |                                                                                                                                                              |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                               | 7 Figtree Drive, Sydney Olympic Park, New South Wales, 2127                                                     |                                                                                                                                                              |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Phone number</b>                                                                                                                                                                                                                                                                                                                                                                                                                           | 02 97147336 0438642817                                                                                          | <b>Fax number</b>                                                                                                                                            | 02 9714 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><br><i>Please list</i>                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Recommended age group/fitness level/ prerequisite skills</b>                                                 | <b>Staff accreditation/ competence</b><br><i>for this activity/program</i>                                                                                   | <b>Potential risks</b><br><i>List hazards/risks related to each activity/program and the venue</i> | <b>Control Strategies</b><br><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&2, 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 <b>One</b> , 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.<br>Minimum staff (teachers and ACPE) to student ratios of 1:30 enforced.<br>The school teacher must be present with a group at all times during the activity.<br>Children must keep within the Overflow at all times. Boundary area is marked by witches hats. |

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|  |  |  | Public traffic on nearby roads of venue, including cyclists & occasional skateboarders on pathways | Speed limit enforced along Olympic Boulevard 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, grassed areas with 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 exposure, heat, cold, rain. Appropriate protective clothing should be worn.                                                  |
|  |  |  |                                                                                                    |                                                                                                                                  |
|  |  |  |                                                                                                    |                                                                                                                                  |
|  |  |  | <b>Natural Elements</b>                                                                            | <b>sun/heat, cold, rain</b>                                                                                                      |

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| <b>Equipment</b><br><i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i> |                                                                                                                                                                                         |
| runners                                                                                                                                        |                                                                                                                                                                                         |
| appropriate sports clothing                                                                                                                    |                                                                                                                                                                                         |
| hat                                                                                                                                            |                                                                                                                                                                                         |
|                                                                                                                                                |                                                                                                                                                                                         |
|                                                                                                                                                | <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| <b>Other requirements</b><br><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 physical activity, including wet weather gear if raining.                                                                                                                                                                                                       |
| <b>Supervision/services</b><br><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 program but teachers are responsible for student supervision.                                                                                                                                                                                                                                           |
|                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                        |
| <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"/><br><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
|                                                                                                                                                                                                                 | <i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br><i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                          |
|                                                                                                                                                                                                                 | <i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                              |
| <b>Emergencies</b>                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Construction/ Maintenance/ Repair</b>                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                        |

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| <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"/> |

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| <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 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. |                                                                                                                                                                                                       |                                         |                             |