

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Sydney Olympic Park Authority			
Location	Sydney Olympic Park Urban Centre			
Phone number	0408 131 526 – Education Office 0438 642 817 – Education Coordinator 9714 7888 – Bookings Coordinator	Fax number	02 9714 7466	
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/ / 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>
Yr 12 Urban Places & Yr 9 Changing Australian Communities excursion programs. These excursions are a guided excursion program of the Sydney Olympic Park urban centre. Students will explore the built features along a predetermined route crossing roads and entering one or more buildings on site under supervision of a Sydney Olympic Park Authority Education Officer.	Stages five and six	Excursion program is delivered by education staff employed by the Sydney Olympic Park Authority.	Emergency Response	Education Officers carry 2-way radios and mobile phones and are able to summons emergency services via the Sydney Olympic Park Operations Centre and direct from their mobile phones. The Operations Centre is manned 24hours a day, 7 days a week and can be contacted on 9714 7777
			General	Each Education Officer briefs the teachers and students on safety before the commencement of the excursion and continues to do so throughout the program. School teacher must be present at all times and a ratio of 2:30 (Teacher/ Ed Officer: Students) must be adhered to. Students need to be kept as a compact group at all times.

			Public traffic on roads, including cyclists & occasional skateboarders on pathways.	Speed limit enforced. Regular ranger patrols. Students need to stay as a group and follow recommended pathways as designated by Education Officer to minimise to risk.
			Crossing roads within Sydney Olympic Park	Students must observe instructions of Education Officer. Where it is possible students will cross the road in designated crossings (traffic lights), all care is taken to minimise the amount of road crossings needed. Students will be grouped before crossing the road to minimise time spent crossing.
			Trip hazards	Students and teachers are made aware of uneven surfaces before starting tour, potential hazards will be pointed out on route, including uneven pavement, surface change and steps
			Cauldron Fountain in Cathy Freeman Park and the Northern Water feature fountains	There may be water present and that may make the surface slippery.
			Major Event operations – construction, heavy equipment vehicles on paved and grassed areas.	Education Officers with the assistance of teachers will be keep students clear of any bumping in/out activities surrounding a major event operation.
			Allergies and insects	Teachers are to ensure students with allergies eg. to pollen and insect bites carry their relieving medication and ensure that a copy of the school's action plan for these students is available. Students with allergies must be identified to SOPA staff before the commencement of any activity. Teachers are advised to instruct students to bring insect repellent. One EpiPen will be available and carried by an Education Officer.
			Natural Elements	sun/heat, cold, rain, wind Exposure to heat, cold, rain and wind. Appropriate protective clothing should be worn..

				Cancellation due to weather conditions that are deemed unsafe for the students may occur.
			Remediated Land and Recycled water use	All land has been remediated to EPA Standards All water has been treated to meet Sydney Water Standards

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Laminated photographs.	<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"/>
Other requirements <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 teachers need to 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 Education Officers are responsible for timing and route of excursion program. Teachers are responsible for the supervision of their students and have duty of care at all times.
	All Students and teachers will be briefed on safety procedures before undertaking an activity
	A student behaviour policy is available on the Sydney Olympic Park website on the second page of the Booking Kit. http://www.sydneyolympicpark.com.au/__data/assets/pdf_file/0013/402223/SOPA_Teachers_Excursion_Booking_Kit_March_2014.pdf
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"/>
First Aid	<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"/>
Child-related employment	<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?</i>

If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?

Yes No

Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?

Yes No

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.