

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	University of Technology, Sydney 'Beautiful Minds Centennial Exhibition of the Nobel Prizes'			
<b>Location</b>	1 Broadway, Ultimo			
<b>Phone number</b>	02 9514 1711	<b>Fax number</b>	02 9514 2069	
<b>Web address</b>	www.nobel.uts.edu.au			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and departure	all ages	teachers	late arrival	Schools should plan to arrive 15 minutes before their allocated session time. If a special tour or program is booked then time cannot usually be made up during the visit. If you are delayed please contact the school liaison unit on 02 9514 1711.  Your host will meet you either at the concierge desk in the foyer of the UTS Tower building (if you travel via train or walk) or where your bus drops you off (Thomas Street, Ultimo)
			transport	UTS is a short walking distance from Central station and we encourage schools who can access train transport to use it. Please supervise students while crossing roads and hopping on and off buses and trains
			Trips and falls	from stairs in the foyer (level 4) of the Tower building facing onto Broadway and from the rear foyer facing Thomas Street (level 3). Steps may be slippery if wet. No students should be moving down stairs from level 4 to 2 if they have arrived in the foyer of the Tower Building from Broadway

Please note that the information provided above was current as at <insert date>. 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.

				or are on lunch or other breaks. Schools arriving from Thomas Street will need to walk up the stairs from level 3 to the concierge desk in the foyer on level 4
			lost students	Please make sure every student is accounted for before proceeding
			Access	Stroller, wheelchair, lift and ramp access is via the front entrance from Broadway and from the rear entrance from Thomas Street (across Alumni Green)
Cloaking	all ages	trained staff	lost property	Bags cannot be taken into the exhibition. There are no cloaking facilities so make sure that your group brings only lunch and small bags. Ensure that hats and other loose items are stored in bags. Report any lost property to staff and to security office in the front of the Tower Building
Student behaviour during visit	all ages	teachers and trained university staff	trips and falls	On arrival your group will be briefed on the exhibition and assist with any other details.
			Lost students	Teachers should keep students adequately supervised at all times and take head counts at regular intervals
			Injuries caused by leaning over balconies, touching electrical equipment, sharp or heavy objects	Students should be reminded: no to run to keep near handrails and take care while using stairs, escalators or ramps to remain behind barriers not to enter areas marked 'no access' not to touch objects or electrical equipment  Teachers are encouraged to visit the exhibition prior to the school visit to familiarise themselves with the facilities.
<b>Lunch and break facilities</b>	<b>all ages</b>	<b>teachers</b>	<b>Road accidents</b>	<b>It is recommended that food breaks are taken on the Alumni Green at the rear of the Tower Building.</b>

Please note that the information provided above was current as at <insert date>. 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.

<p><b>Plant and electrical Equipment</b></p>	<p>all ages</p>	<p>Teachers and trained univeristy staff</p>	<p><b>Trips and falls</b></p> <p><b>Injuries caused by leaning over balconies, touching electrical equipment, sharp or heavy objects</b></p> <p><b>Wet weather</b></p> <p>all checked regularly to comply with safety standards</p>	<p><b>Students should avoid running at the front of the Tower building and inside the buildings as surfaces may be uneven and slippery</b></p> <p><b>Students must not enter areas that are marked as no access</b></p> <p><b>Alternative arrangements will be advised should the weather be bad</b></p>
<p><b>Specialist programs in the Faculty of Science, IT and Engineering</b></p>	<p>Secondary students</p>	<p>Teachers and trained university staff</p>	<p><b>Trips and falls</b></p> <p><b>Injuries caused by inappropriate use of equipment</b></p>	<p><b>Students must observe the instructions of the university staff while undertaking activities in any of the university facilities</b></p> <p><b>Shoud any safety concerns be identified in relation to the activity the teacher will be advised of these at the time of making the booking. A risk assessment will be done for each of the activities</b></p> <p><b>Disruptive students may be asked to leave the facility under teacher supervision</b></p>

**Equipment**

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

Please note that the information provided above was current as at <insert date>. 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.

electrical equipment Computers in the exhibition Interactives in the exhibition	
Covered shoes	
	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"/>

<b>Other requirements</b> <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>	please ensure all students are wearing covered toed shoes
	please ensure all students bring a hat to wear when walking to and from transport and when taking breaks
	please ensure students bring water with them

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	All groups will be briefed by trained university staff at the beginning of the visit University staff are available in the exhibition to assist with directions and queries. University staff supervise facilities such as the Faculties of IT, Science, Engineering and university tours with teachers present
	Teachers should maintain direct supervision of their students at all times during their visit to UTS. Each adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group whilst at UTS

<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"/>
--------------------	---

Please note that the information provided above was current as at <insert date>. 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.

	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/ Maintenance/ Repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please note that the information provided above was current as at <insert date>. 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.

<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 type="checkbox"/> No <input checked="" 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 Education and Training	
	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.		

Please note that the information provided above was current as at <insert date>. 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.