

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Organisation	17 th Biennale of Sydney		
Location	43–51 Cowper Wharf Road, Woolloomooloo NSW 2011 Australia		
Phone number	+ (61) 2 9368 1411	Fax number	+ (61) 2 9368 1617
Web address	www.bos17.com		
Venues	Pier 2/3 , 13 Hickson Road, Walsh Bay, NSW 2000 Cockatoo Island , Sydney Harbour		
Insurance	Public Liability Insurance: CGU Insurance Policy 10M 1799895 expires 31/12/2010		

Venue	School group	Potential risks hazards/risks to each activity/program and the venue	Control strategies Outline strategies for ensuring visitor safety
Pier 2/3	Years K-6 Years 7-12	<ol style="list-style-type: none"> 1. Pier entrance and stairs, uneven surfaces 2. Pier entrance, unfenced area adjacent to harbour 3. Interference from members of the public 4. Interference with the works 5. Injury by falling into dock 6. Fire safety and evacuation 	<ol style="list-style-type: none"> 1. Teachers receive an education kit, a teacher's kit (downloadable PDF) and a risk assessment before visiting the venue 2. A booking is necessary prior to the visit 3. Teachers and students are welcome by the venue manager 4. The access to Pier 2/3 is controlled and a walking path is defined 5. Teachers must assist the students in negotiation of wharf, open spaces and stairs – no running allowed 6. A code of conduct is expected of students while on excursion. Teachers should ensure that students are aware of other members of the public 7. 1:25 adult to child ratio required for supervision of school groups 8. Supervision of the audience flow and works by the Biennale of Sydney's staff member 9. The Biennale of Sydney's staff member and the venue manager are trained in first aid 10. The venue has clearly marked fire exits throughout the building 11. All equipment is inspected on a regular basis with all

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			<p>electrical leads tested and tagged as per legislative requirements</p> <p>12. Biennale of Sydney's staff members and the venue manager are trained in emergency evacuation procedures</p>
Cockatoo Island	Years K-6 Years 7-12	<ol style="list-style-type: none"> 1. Exposure to hazardous materials 2. Injury by tripping over machinery, tools, barricades, in construction areas or any area 3. Serious or death injury by falling off cliff or into dock 4. Serious injury while embarking/disembarking/travelling on vessels 5. Injury by sun exposure 6. Fire safety and evacuation 	<ol style="list-style-type: none"> 1. Access controlled 2. Walking path is defined 3. A safety induction is conducted by the Venue Manager/s to all the Biennale of Sydney's staff members working on the site and volunteers 4. Biennale of Sydney's staff member and teachers are advised of any 'out of bounds' areas due to construction activities and students are not permitted into these areas 5. Biennale of Sydney's staff members and venue manager are trained in first aid 6. Teachers are required to supervise students at all times and are responsible for student discipline 7. 1:25 minimum adult to child ratio required for supervision of school groups 8. Teachers give safety points on vessel 9. Supervision of embarkation and disembarkation by teachers and deckhands 10. Tour conditions requirements: hat, sunscreen, water bottle

Equipment List of equipment, including personal protective equipment, to be provided for use during activity/program	All equipment at the venue is maintained in accordance with the OHS Regulation and appropriate standards
Other requirements List other requirements such as clothing, footwear and sun screen that participants are required to bring.	<ol style="list-style-type: none"> 1. Covered and comfortable footwear for walking around the venues but also to and from transport points outside of venues. 2. The Biennale of Sydney recommends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch outdoors on Cockatoo Island.

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<p>Indicate if any items are provided by the venue.</p>	<ol style="list-style-type: none"> 3. Water is also recommended so students and teachers are well hydrated. 4. The Biennale of Sydney also recommends that contingencies for wet weather are made. The Biennale of Sydney has no wet weather facilities for schools to eat their lunches and appropriate wet weather gear for students and teachers should be prepared.
<p>Supervision/services List services provided by venue staff including briefing, guided tours, supervision of activities...</p>	<ol style="list-style-type: none"> 1. The organisation provides information on use of gallery resources, programs and developing and booking successful and safe excursion through: a full colour Student Newspaper exploring the themes of the Biennale of Sydney (hardcopy and online), The Teacher's Kit (downloadable PDF), the Sydney Biennale website
<p>Access</p>	<ol style="list-style-type: none"> 1. All access to and egress from the premises are safe and without risk to health 2. Pier 2/3 is wheelchair accessible 3. Cockatoo Island is only wheelchair accessible when accessed by ferry from Pier 2/3 and NOT the Commissioners Steps adjacent to the Museum of Contemporary Art
<p>Emergencies</p>	<ol style="list-style-type: none"> 1. Emergency procedures are in place in the venue 2. Staff is trained to deal with emergency situations
<p>Construction/maintenance/repair</p>	<p>All personnel used for all construction, maintenance and repair work are licensed</p>
<p>First Aid</p>	<ol style="list-style-type: none"> 1. First aid kits are available for each activity 2. Staff is trained in first aid
<p>Child-related employment</p>	<ol style="list-style-type: none"> 1. The Biennale of Sydney's staff members are engaged in a child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child protection (Prohibited Employment) Act 1998 2. The Biennale of Sydney is registered with an Approved Screening Agency in NSW; all staff has undergone employment screening. All staff, paid and unpaid, have completed a Prohibited Employment Declaration.