VENUE AND SAFETY INFORMATION

Youth Eco Summit (Primary) 2020

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| Venue name | **Sydney Olympic Park – Newington Armory** |

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| Location | Newington Armory, Sydney Olympic Park 2127 |

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| Phone numbers | 0408 131 526 – Event Coordinator0438 642 817 – Assistant Event Coordinator | Email:  | YouthEcoSummit@sopa.nsw.gov.au |

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| Web address | www.sydneyolympicpark.com.au |

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| Insurance | *Does the venue have public liability cover?* Yes [x]  No [ ]  |

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| Activity/program | Hazard Identification*Type/Cause* | Risk Assessment*Risk Rating Matrix* | Elimination or Control Measures | Who*Responsibility* | When |
| The hazards listed cover all activities | Responding to emergency situations such as; first aid assistance, security assistance, need for ambulance etc. | 6 | * **All YES staff will carry mobile phones and two-way radios, in the event that emergency services, SOPA Security or any other assistance is required.**
 | SOPA | On the day |
| The hazards listed cover all activities | Uneven paved and natural surfaces, pathways, guttering, resulting in slips, trips and falls | 6 | * Teachers are responsible in making their students aware of the appropriate way to move around the event space, e.g. always move as a group, watch where you are going, take care when walking on uneven surfaces, take care when crossing over the heritage railway etc.
* There will be a small first aid kit in the Information Trailer and SOPA staff will assist in injury requiring care on request of the responsible teacher.
* All SOPA staff will carry a 2-way radio/mobile phone in the event that SOPA Rangers or Ambulance assistance is required.
* Teachers/accompanying adults should supervise students to ensure they are paying attention in the areas in which they are walking.
* Schools are expected to bring and carry with them, an appropriate first aid kit from their school to meet the particular needs of their students.
* A First Aid tent with trained first aid offers and/or paramedics will also be on site. Please refer to event map for location.
 | TeacherSOPASOPATeacherTeacherSOPA | On the day |
| The hazards listed cover all activities | Proximity of event to unfenced sections of Parramatta River  | 8 | * Students should be briefed on the risks of undertaking activities near the river by their teachers before the event, at the beginning of the day and reminded throughout the day.
* The visiting teacher/accompanying adults have complete duty of care of all students under their supervision and will supervise the safety of their group.
* Students and participants to wear stable and enclosed shoes.
* No activities will take place directly on the edge of any unfenced sections of Parramatta River.
* Floatation rings are located along the edges of the Parramatta River.
 | TeacherTeacherTeacherSOPASOPA | Before the eventOn the dayBefore the eventOn the dayAlways there |
| The hazards listed cover all activities | Heritage train operating on site, possibility of collisions between students and train | 7 | * Boarding and alighting from the Heritage Train will occur at a distance from the main event site.
* Train will be speed limited to 15kmh.
* Train Driver is well trained, and aware of the higher pedestrian activity caused by the event.
* Caution sign will be erected to signify that a moving train will be in the area.
* Students are under the supervision of their teacher at all times and stay with their class group.
 | SOPASOPASOPASOPATeacher | On the day |
| The hazards listed cover all activities | Public traffic on internal and external roads/footpaths surrounding Newington Armory including service vehicles, cyclists, pedestrians, scooters, skateboards etc. | 6 | * Regular security patrols will ensure that all members of the public accessing Newington Armory and surrounds are behaving in an appropriate manner.
* Students are to stay with their class group at all times, and are under the supervision of their teachers at all times.
 | SOPATeacher | On the day |
| Students boarding and alighting from their bus | Moving vehicles and cyclists – possible collisions | 7 | * **Students to be clearly informed of their expected movements upon alighting from their bus (specifically that the area may not be a signposted bus stop and to beware of cars and bicycles travelling at high speeds on quiet park roads/footpaths).**
 | Teacher | On the day |
| Using shared pathways, parkland areas and public facilities | Stranger interaction | 8 | * SOPA staff are trained to be alert for nuisance public interactions and will avoid interactions with the public as much as possible.
* SOPA staff will check toilets at the beginning of the day before schools arrive.
* SOPA staff will call/radio SOPA Rangers/Police in the event that assistance is required.
* Teachers are advised that students should never use public toilets on their own and are required to have a teacher/accompanying adult from the visiting school accompany students to the toilets at all times.
 | SOPASOPASOPATeacher | On the day |
| The hazards listed cover all outdoor activities | Severe and inclement weather events eg. severe heat, severe cold, rain, storms, fire danger, wind etc. | **6** | * SOPA staff will monitor weather via Bureau of Meteorology weather alert and website – and will only cancel the event if very severe weather is forecasted. **Teachers will be notified via their registered email address.**
* Weather conditions will be considered by SOPA and YES event staff and some activities/workshops may be moved to a different location or cancelled all together.
* Activities under tree cover will not occur when high winds are predicted.
* **Participants will need to wear clothing suitable for the weather conditions on the day eg. raincoat, jacket, hat, sunscreen, covered shoes etc.**
 | SOPASOPASOPATeachers | 24hrs priorOn the dayOn the dayPrep & on the day |
| The hazards listed cover all outdoor activities | Heat exhaustionDehydrationSunburn | **6** | * There will be access to water bubblers for students to drink from if they do not have a water bottle.
* **All students and teachers are requested to bring a refillable water bottle, as water bottle refill stations will be available at the event.**
* **All students and participants should bring at least one bottle of water in case the bubbler is not working on the day of the event.**
* **Schools are expected to bring sunscreen from their school for their students and participants.**
* **All students, participants and staff are required to wear hats, protective clothing and enclosed footwear when participating in activities.**
 | SOPATeachersTeachersTeachersTeachers | On the dayPrep & on the dayPrep & on the dayPrep & on the day |
| The hazards listed cover all outdoor activities | Unfenced locationsBeing separated from the group | **2** | * **Class groups are not to exceed 30 students, and must have at least one teacher from the school present for each class group (non-teachers can be present but cannot be the only adult present for the group).**
* **Teachers are reminded that they have duty of care of their students and are required to supervise their students at all times.**
* **Teachers should conduct ‘head counts’ throughout the day to ensure no students have gone missing.**
* **Teachers are to stay with their class group at all times and are not permitted to leave the supervision of the group solely to a SOPA staff member or any other member of the YES event team.**
 | TeachersTeachersTeachersTeachers | Prep & on the dayOn the dayOn the dayOn the day |
| The hazards listed cover all activities | Asthma/allergies leading to severe reactions such as anaphylaxis etc. | **6** | * **In the case of a student or participant having a known allergy, then an individual allergy management plan is required to be brought along to the event.**
* **On the excursion date a parent or teacher from the visiting school/group must carry the plan and medications or treatments during activities and be trained to use such medication (i.e. adrenalin, ventalin, EpiPen dispensers etc.).**
 | TeachersTeachers | Prep & on the dayOn the day |
| The hazards listed cover all activities | Poor student and participant behaviour that compromises group safety | **15** | * In the event that overall student behaviour is so disruptive that it poses a safety risk to others, SOPA and YES Event staff have the right to suspend the activity at any time until it is deemed safe enough to continue.
* **The behaviour management of all students is the sole responsibility of the teacher and accompanying adults.**
* **Teachers should brief all participating students before the event on the level of behaviour that is expected of them.**
* **Schools should take measures to bring an extra teacher/s to assist with supervising students who are unable to work appropriately with their group during the event.**
 | SOPATeachersTeachersTeachers | On the dayOn the dayPrep & on the dayPrep & on the day |
| The hazards listed cover all activities | Insect bites and stings | **13** | * SOPA and YES event staff will check for and report on any insect nests (such as wasp nests) that occur on or near the event site.
* SOPA and YES event staff (including workshop providers) will endeavour to check for insect nests (like ant nests) before sitting their group of students on the ground.
* There will be a First Aid tent on site with trained first aiders/paramedics to treat any bites or stings.
* **All visiting schools and groups are advised to bring their own supply of insect repellent and know how to apply it.**
* **Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants.**
 | SOPASOPASOPATeachersTeachers | On the dayOn the dayOn the dayPrep & on the dayPrep & on the day |
| The hazards listed cover all outdoor activities | Industrial heritage artefacts left on site from when the site was a working Armory, i.e. rusty signs, train track levers, old fire hydrants, old wharf cranes etc. Could pose injury risk like cuts and scratches. | **2** | * SOPA and YES event staff will monitor the condition of all heritage listed artefacts and report on them if they degrade significantly.
* **Teachers will monitor their students throughout the day and remind them to not touch any of the heritage artefacts.**
* **Teachers to discuss with students the importance of heritage artefacts and why they shouldn’t be touched or damaged.**
 | SOPATeachersTeachers | On the dayOn the dayBefore the event |

