

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS 2011: Astronomy

Venue name	Sydney Observatory			
Location	Watson Rd, Observatory Hill, The Rocks, NSW 2000			
Phone number	(02) 9921 3485 or on the day 0411 239 341	Fax number	(02) 9921 3489	
Web address	www.sydneyobservatory.com			
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/fitness level/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>
Arriving and proceeding to group entrance	Years K -12+	Teachers	Traffic. Late entry causing shortened or abandoned program Gravel paths are rutted. General public on site Narrow access to gravel car park. Limited space with staff cars present. Accessible entry	Schools should plan to arrive 15min before their allocated session start time. With multiple school and public tours every day, lost time cannot normally be made up for late schools. We recommend teachers carry a mobile phone to advise staff in the event of traffic congestion or other delays. If delayed, please contact: Sydney Observatory on 9921 3485 or the Education Officer directly on 0411 239 341. Teachers should ensure that students do not run at any stage within the Observatory and its grounds. On-site parking for minibuses and vehicles with accessible permits can be arranged in advance. Wheelchair access is to the ground floor only with no-step entry via the group entrance at the rear of the building. Group entry to and exit from the Observatory is via the REAR door, up the path past the MAIN door. Entrance is adjacent to toilets. Bag storage for small bags is inside Observatory after entry.
Checking in	Years K -12+	Trained staff	Lost students	At least <u>ONE</u> teacher must remain with each group of 20 students at all times and ensure rolls are kept and checked.

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Cloaking	Years K -12+	Trained staff	Lost or stolen property Trips and falls near the group entry/exit	Large bags and valuables should not be brought to the Observatory. Make sure your group brings only lunches or small bags as cloaking facilities are quite limited. Other items should be stored in bags to avoid lost property. Any items found will be placed with Museum Security. Unattended bags will be moved from exits and passageways.
Briefing	Years K -12+	Trained staff	Trips and falls on pavement. Stranger danger. Emergencies Unruly behaviour First aid	On arrival, your group will be introduced to the Observatory staff and reminded of the safety rules relating to the areas of the Museum your group will visit. Staff will be in uniform and wear badges. Evacuation procedures explained. Teachers need to maintain direct supervision of their students at all times during the visit. First aid officers identified to the group.
The 3-D Space Theatre	Years K -12+	Trained staff	Trips and falls in the darkened Theatre Electric shock, burns from touching electrical equipment Emergency exit awareness Motion sickness	Your students are ushered into seats for an interactive computer presentation. The 3-D Theatre complies with the requirements of the Building Code of Australia. Teachers must ensure that no student touches any power points, electrical wires, or power boards, nor approaches the screen. All power outlets are protected by circuit breakers. Staff will indicate positions of exits. Staff will advise how to react to 3-D induced motion sickness.
The Bean Bag Planetarium	Years K -12+	Trained staff	Trips and falls in the Planetarium. Lost property. Bumping into the projector box and suspended dome	The Bean Bag Planetarium consists of a simulated night sky projected onto the interior of a large umbrella-like structure in a darkened room. Children, teachers, and Observatory staff sit on bean bags during the program. It is essential that everyone remain seated during the program and follow instructions upon entering and leaving the room. Bean bag check before exit. Always ensure that students walk around the projector box and duck under the suspended dome as instructed.
“Beneath the Southern Skies” and “Observing the Weather” exhibitions	Years K -12+	Trained staff and teachers	Bumping into objects around the museum. Lost or unaccounted students	“By the Light of the Southern Skies” and “Observing the Weather” exhibitions. Students are instructed by staff to walk through the exhibition on the ground and first floors. Students are advised not to leave the building unless accompanied by a supervising adult.

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			Students mixing with public visitors	The exhibition is open to the general public at the same time and children need to be aware of “stranger danger”. On-site Duty Officers and Security Officers regularly patrol the building and grounds.
			Electrocution from powered exhibits	Power points should not be touched. Faulty equipment will be switched off and labelled. Repairs will be prioritised.
Telescope Domes	Years K -12+	Trained staff	Eye damage by looking directly at the unfiltered Sun	Some of our telescopes are capable of looking at the Sun in complete safety, but it is essential that children and adults are made aware, prior to the visit, of the dangers of looking directly at the Sun without the correct solar filters. Safety protocols in place and clearly communicated to visitors.
			Fingers, hair, or clothing may be caught in the rotating dome mechanism	Heavily greased chains are in both domes and should not be touched by anyone under any circumstances. The north dome has a Perspex barrier to reduce the risk; the south dome has a wider ledge between the visitors and the chain, and several warning signs instructing everyone to keep clear. All staff are vigilant about policing proximity to the domes.
			Fall from open dome	Access through the dome openings is too high for primary age children. Instructions by staff will alert visitors to the danger of exiting via the dome opening.
			Trip and falls climbing and descending the stairs to the domes	The stairs inside the Observatory are steeply raked and students should keep to the left where possible and remain in "single file". No one should sit or remain standing on the stairs. Children are not permitted to ascend or descend the stairs within the immediate vicinity of an adult. Staff will issue safety instructions before ascent and descent.
			Child protection.	Entry to the domes is as follows. Staff first, and adult second and children last. Leaving the domes the order is children first , the will be instructed to wait at the base of the stairs within approximately 4m of the adults and staff, adults second last and the staff last.
			Staff falls	Staff must ascend and descend the stairs alone. No other person is to be on the stairs at the same time as staff.
			Overcrowding	Domes are limited to 20 children, one adult/teacher and one staff member.
Marquee/Outside Performance Space	Years K -12+	Trained staff and teachers	Trips and falls	The marquee is kept clean and dry. Unnecessary items cannot be left in the marquee.

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			Fall from large ladder	A telescope ladder is housed in the marquee while not in use. A chain will prevent unauthorised access. Warning signs are in place prohibiting unauthorised use.
			Electrocution	A three phase power board is kept in the marquee. It is enclosed within an approved safety housing to prevent unauthorised usage.
Leaving the Museum	Years K-12+	Trained Staff	Lost Property	Report any lost property to staff at the reception desk or Museum Security.
			Lost or unaccounted students	Keep students together and under direct supervision at all times. Teachers should conduct a head count before leaving the site and inform Observatory staff if any student is unaccounted for.

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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Interactives in exhibitions Telescopes 3-D Glasses	<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 sunscreen, that participants are required to bring. Indicate if any items are provided by the venue.</i>	Shade Protection. A temporary shade marquee is available and will be opened in conditions of extreme heat, cold, or rain. Areas are also available suitable for luncheon or short breaks.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities, etc.</i>	<p>On arrival, your group will be reminded of the safety rules, introduced to the areas of the Observatory your group will visit, and assist with any other details of your visit. Teachers need to maintain direct supervision of their students at all times during the visit.</p> <p>Sydney Observatory staff are responsible for the following duties: Conducting astronomical tours consisting of up to four main components:</p> <ol style="list-style-type: none"> 1. The 3-D Space Theatre, where students are ushered into seats for movies &/or an interactive presentation. 2. The Bean Bag Planetarium, which consists of a simulated night sky projected onto the interior of a large umbrella-like structure in a darkened room. Children, teachers, and Observatory staff sit on bean bags during the program. It is essential that everyone remain seated during the program and follow instructions upon entering and leaving the room. 3. By the Light of the Southern Skies and/or Observing the Weather exhibitions. Students are instructed by the Guides to walk through the exhibitions on the ground and first floors. Students are advised not to leave the building unless accompanied by a supervising adult. The exhibitions are open to the general public at the same time and children need to be aware of “stranger danger”. 4. Telescope domes. Some of our telescopes are capable of looking at the Sun in complete safety but it is essential that children and adults are made aware, prior to the visit, of the dangers of looking directly at the Sun without the correct solar filters. Heavily greased chains are also in both domes and should not be touched by anyone under any circumstances. <p>Supervision - teachers need to maintain direct supervision at all times during their visit to the Observatory. Every adult accompanying the students is required to be in a supervisory role and must have adequate authority and experience (as determined by the school) to handle the group alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Observatory.</p>

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Access	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"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	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 type="checkbox"/> No <input checked="" type="checkbox"/>
Child-related employment	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? 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	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? 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.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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