

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS 2011: Weather

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. Each student should have an “Observing the Weather“ workbook, pen/pencil, hat or raincoat. 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	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.
“Observing the Weather” exhibition	Years K -12+	Trained staff and teachers	Bumping into objects around the museum. Lost or unaccounted students Students mixing with public visitors Electrocution from powered exhibits	“Observing the Weather” exhibition. Students are instructed by staff to walk through the exhibition on the first floor accompanied by the group teacher. Students are advised not to leave the building unless accompanied by a supervising adult. 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. Power points should not be touched. Faulty equipment will be switched off and labelled. Repairs will be prioritised.
Weather activities	Years K -12+	Trained staff	Weather: sunburn, rain, wind, cold	Each student will conduct meteorological exercises with Observatory equipment. These measurements are conducted outside regardless of the weather to a point deemed safe by Observatory staff in consultation with the

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			<p>Trip and fall</p> <p>Physical injury through incorrect usage.</p> <p>Public access</p>	<p>teacher. Sun protection and raincoats may be required. In the event of extreme weather conditions this component can be moved into the marquee.</p> <p>Students will walk around the site to locate areas appropriate to the instruments. These include direct sunlit, shady and windy locations. Care walking with instruments must be exercised. Detailed instructions prior to the visit and onsite will be delivered.</p> <p>Glass instruments such as thermometers are enclosed in plastic housings for protection. Whirling hygrometers must be used with care.</p> <p>The Site is always open to the public. Students are advised NOT to leave the site unless with a teacher and of “Stranger danger”.</p>
Powerpoint Presentation Servant’s quarters	Years K-12	Trained staff and teachers	Students mixing with public visitors	<p>For one third of the program, each group will be split into two smaller groups. Half will see a Weather maps presentation while the other half explores the exhibits. The groups then swap. Each area is within 10m of the other. The teacher can move between both areas while Observatory staff present the maps exercise. Only one staircase leads to this area past the reception desk. Children are advised not to leave without a teacher.</p> <p>A teacher can see the only entry/exit while watching children in both areas.</p>
Bureau of Meteorology (BOM) lawn	Years K-12	Teachers with Observatory guidelines. Staff may accompany groups if time permits.	<p>Crossing a road to the BOM lawn outside Observatory grounds.</p> <p>Trips and falls Public area</p>	<p>Optional. Sydney’s main BOM data site is ~50m from the Observatory on Upper Fort St. Teachers will lead their group to the lawn to identify instruments and observe the Westpac barometer. The students need to stay together and cross the low usage roads between the observatory and the BOM lawn. A map and instruction sheet is provided.</p> <p>In the event of extreme weather conditions this component can be cancelled or delayed until conditions improve.</p>
Marquee/Outside Performance Space/ Russell Room balcony	Years K -12+	Trained staff and teachers	<p>Trips and falls</p> <p>Fall from large ladder</p> <p>Electrocution</p>	<p>The marquee is kept clean and dry. Unnecessary items cannot be left in the marquee.</p> <p>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.</p> <p>A three phase power board is kept in the marquee. It is enclosed within an approved safety housing to prevent unauthorised usage.</p>
Leaving the Museum	Years K-12+	Trained Staff	Lost Property	<p>Report any lost property to staff at the reception desk or Museum Security.</p> <p>Keep students together and under direct supervision at all times. Teachers</p>

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			Lost or unaccounted students	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 Meteorological instruments 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.
	The meteorological instruments and BOM lawn components are conducted outside. Students will need to bring hats and or umbrellas/raincoats for adverse conditions. The instrument component can be moved under cover in extreme conditions and the BOM lawn visit can be delayed or cancelled.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities, etc.</i>	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.
	Sydney Observatory staff are responsible for the following duties: Conducting meteorological tours consisting of up to four main components: 1. The 3-D Space Theatre, where students are ushered into seats for movies &/or an interactive presentation. 2. Observing the Weather exhibition. 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”. 3. Meteorological instruments. Staff will instruct and supervise students on how to safely use equipment and the areas in which they may be used. Instruments include, barometer, thermometer, whirling hygrometer, UV meter and anemometer. 4. Bureau of Meteorology Lawn. Approximately 50m from the Observatory via Upper Fort St. Students will be led by their teacher to the BOM lawn to observe instruments used to collect Sydney’s weather data. The Observatory will provide a map and instruction sheet for the lawn’s instruments.
	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.

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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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