

### VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Cockatoo Island		
<b>Location</b>	Sydney Harbour, NSW 2000		
<b>Phone Number</b>	02 9818 6211	<b>Fax Number</b>	02 9818 6200
<b>Web Address</b>	www.bos2008.com		
<b>Insurance</b>	Does this venue have public liability cover?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/Program	Recommended age group/ fitness level/ prerequisite skills	Staff accreditation/ competence	Potential Risks	Control Strategies
School excursions organised by schooling body to supplement current school syllabus.	K–12. Island is large, access by walking.	Venue Manager is certified in First Aid training and Fire Safety training. Venue Manager and Volunteer Staff are well versed in evacuation and safety management procedures.	<ul style="list-style-type: none"> <li>• Darkened rooms in some buildings.</li> <li>• Uneven surfaces and exposed machinery, tools, barricades, industrial refuse in construction areas.</li> <li>• Cliffs and steep inclines.</li> <li>• Wharf at entrance to the island is unfenced.</li> <li>• Sun and wind exposure.</li> <li>• Inappropriate viewing material for visitors under the age of 18.</li> </ul>	<ul style="list-style-type: none"> <li>• All visitors should take care when exploring the island; visitors are encouraged to walk slowly around the venue and not to run inside any darkened building or enclosed space.</li> <li>• Venue manager and Harbour Trust Rangers trained in First Aid and Fire and Evacuation procedures.</li> <li>• The venue is entirely access controlled and a walking path is clearly defined.</li> <li>• Teachers and student supervisors should ask Biennale of Sydney staff to</li> </ul>

				<p>advise of any 'out of bounds' areas due to construction activities and ensure children are kept away from these areas.</p> <ul style="list-style-type: none"> <li>• Teachers are required to supervise students at all times all care should be taken when disembarking from ferry.</li> <li>• Volunteer invigilators will be stationed at the wharf to assist with traffic off the ferry and through the venue entrance.</li> <li>• The Biennale of Sydney recommends all visitors bring adequate sun and wind protection with them to the island.</li> <li>• Sections of the exhibition deemed inappropriate are sectioned off with content warning clearly visible.</li> </ul>
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<b>Equipment</b>	
<i>List any equipment, including personal protective equipment, to be provided for use during activity/programs.</i>	
	<i>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"/></i>

<b>Other requirements</b> <i>List other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items</i>	Cockatoo Island is a former industrial site. Children must be accompanied by an adult at all times. Visitors are requested to wear appropriate footwear and comply with all signage on the island. We ask that you mind your step and beware of hazards. Please do not walk backwards – there are occasional uneven surfaces, hazardous voids and open man holes. A number of buildings are darkened and require
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<p>are provided by the venue.</p>	<p>extra vigilance. Please take care at all times. There is no smoking in buildings on Cockatoo Island.</p>	
<p><b>Supervision/services</b> List services provided by venue staff including briefing, guided tours, supervision of activities.</p>	<p><i>The Biennale of Sydney requests that visitors obey all signage – especially those indicating if an exhibit is not suitable for persons less than 18 years of age.</i></p> <p>At all times responsibility for care and control remains vested in the school or college. The school or college is to provide sufficient adult supervision to adequately service their visiting group. The Biennale of Sydney accepts no responsibility for the care and control of students under the supervision of the school or college.</p>	
<p><b>Access</b></p>	<p>Are access to and egress from the premises safe and without risk to health? Is the venue wheelchair accessible? Are disabled toilets available?</p> <p>Please note that Cockatoo Island is wheelchair accessible only via the Sydney Ferry and not the Rosman Ferry which departs from in front of the Museum of Contemporary Art. Wheelchair bound visitors must depart from Wharf 5 in Circular Quay.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Emergencies</b></p>	<p>Are emergency procedures in place in the venue? Are staff trained to deal with emergency situations?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Construction/ Maintenance/ Repair</b></p>	<p>Are licensed personnel used for all construction, maintenance and repair work?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>First Aid</b></p>	<p>Are first aid kits available for each activity? Is there a trained first aid officer in the venue? Is a first aid room available?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Child-related employment</b></p>	<p>If your organisation is registered with the Approved Screening Agency in NSW, Have all paid staff undergone employment screening? Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>