

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Pier 2/3		
Location	13 Hickson Road , Walsh Bay, NSW 2000		
Phone Number	02 9368 1411	Fax Number	02 9368 1619
Web Address	www.bos2008.com		
Insurance	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. Minimal fitness required.	Venue Manager is certified in First Aid training and Fire Safety training. Venue Manager and Volunteer Staff are all well versed in evacuation and safety management procedures.	<ul style="list-style-type: none"> • Pier entrance and stairs. • Interference from members of the public. • Threat of drowning from falling into harbour. • Fire safety and evacuation. • Risk of electric shock if visitors interfere with artworks. 	<ul style="list-style-type: none"> • Volunteer invigilators and Venue Manager are stationed through out venue to assist with class management and movement into venue. • Teachers are to assist the students in negotiation of spaces and stairs, students to be supervised by an adequate number of teachers and staff. • Access to Pier 2/3 is controlled and a walking path is defined. • A code of conduct is expected of students while on excursion. Teachers should

				<p>ensure that students are aware of other members of the public.</p> <ul style="list-style-type: none"> • The venue has clearly marked fire exits throughout the building. • All equipment is inspected on a regular basis with all electrical leads tested and tagged as per legislative requirements. • Biennale of Sydney staff members and volunteer invigilators have been trained in emergency evacuation procedures. • Supervisors should ensure students do not touch works due to electrical hazards.
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Equipment <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>

Other requirements <i>List other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue.</i>	Covered, comfortable footwear. Contingencies for wet or sunny weather. Warm clothing as the venue can be very windy and cold.

Supervision/services <i>List services provided by venue staff including briefing, guided tours, supervision of activities.</i>	<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>The Biennale of Sydney provides information on use of gallery resources, programs and developing and booking successful and safe excursion through: a full colour Revolutionary Student Newspaper exploring the themes of the Biennale of Sydney (hardcopy and online), The teachers' kit (downloadable PDF).</p>	
Access	<p>The venue is fully wheelchair accessible including lift access to the second level. Ramp access to the Pier 2/3 breezeway is available from Hickson Road near the roundabout at the corner of Pottinger Street.</p> <p>Pier 2/3 has plank hardwood floor surfaces that are level; however, variations and imperfections exist as a result of years of use that may cause some unevenness in the floor surface.</p>	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> <i>Is the venue wheelchair accessible?</i> <i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> <i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	<i>Are first aid kits available for each activity?</i> <i>Is there a trained first aid officer in the venue?</i> <i>Is a first aid room available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Child-related employment	<i>If your organisation is registered with the Approved Screening Agency in NSW, Have all paid staff undergone employment screening?</i> <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>