

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Teachers should note this document was developed to assist in excursion planning. *Sculpture by the Sea* cannot make the risk assessment for you. Teachers must make their own risk assessment based on the information provided and the understanding of their own particular group of students. Please contact the Education Program Manager if you have any questions.

Sydney Harbour Sculpture Park

In association with the Sydney Harbour Federation Trust, *Sculpture by the Sea* is developing a sculpture park at Headland Park, situated on Middle Head Road at Lower Georges Heights. Five sculptures have been installed, showcasing the work of both national and international artists. During 2008 we will run 2 hour workshops which will include;

- a tour of the installed sculptures and the overall site,
- the creation of individual sculptures by students.

Venue name	Sydney Harbour Sculpture Park			
Location	Lower Georges Heights, Middle Head Road			
Phone number	02 8399 0233	Louise Halpin, Education Manager: 0409121625		
Web address	www.sculpturebythesea.com			
Insurance	Sculpture by the Sea Inc has public liability cover			
Activities/programs listed below	Recommended age group/fitness level/ prerequisite	Staff accreditation competency for this activity program	Potential risks List hazards/risks related to each activity/program and the venue	Control strategies Outline strategies for ensuring visitor safety for this potential risk
1. Common to all programs/activities	See individual listing below	See individual listing below	<p>1. Uneven paths, steps with and without railings, grassed areas, concrete paths, unfenced areas near cliffs, bush areas, wet walking surfaces, cliffs, ocean</p> <p>2. Serious accident or death resulting from fall off cliff vehicles entering site. Strains or minor grazes may occur if students slip or trip around site</p>	<p>1. Students are advised in advance of the nature of the coastal path and behave accordingly. Students should be advised to walk and not run at all times, not to climb on any temporary or permanent structures including sculpture, vegetation, walls, fences. Enclosed shoes with appropriate soles should be worn.</p> <p>2. SXS to send safety guidelines to schools in advance Teacher/student supervision ratios recommended to schools Workshop facilitator (SXS):</p> <ul style="list-style-type: none"> • is aware of evacuation point • has emergency contacts phone list • is trained in First Aid • will give safety briefing to students on arrival

			<p>3. Damage to fabric of Landship building</p> <p>4. Lighting failure in Landship</p> <p>5. Participants may need to be urgently evacuated because of fire or incident</p> <p>6. Weather conditions: sun, wind, rain. Sunburn or drenching from exposure to extreme weather conditions – wet weather and heat</p> <p>7. Students bitten by insects, spiders, snakes, dogs</p> <p>8. Sculptures - protruding and or sharp objects, moving parts, hollow or unsupportive materials</p> <p>9. Other people</p> <p>10. Need for First Aid</p>	<ul style="list-style-type: none"> Walking paths defined/cleared <p>3. SHFT/SXS staff to conduct to conduct safety inspection on-site prior to workshop.</p> <p>4. Workshop facilitator has torch and mobile phone for emergency use</p> <p>5. Workshop facilitator is aware of emergency evacuation point and has emergency contacts phone list. Access on site for emergency vehicle entry.</p> <p>6. Workshops take place in marquees on flat ground within a park. Students/teachers are advised to wear enclosed shoes with flat soles, wear protective headgear, eyewear and sunscreen, bring water bottles.</p> <p>7. SXS to send information to schools recommending that students bring/wear insect repellent and bring any special medications they require (eg. allergies). Visitors to the site informed that dogs should be kept on leads. Walking paths defined/cleared. Workshop facilitator will give safety briefing to students on arrival, stating the need to stick to the designated pathway and to stay with the group at all times.</p> <p>8. Students should be advised in advance of the diverse nature of the sculptures and behave accordingly. They should take care and only touch sculptures with adult supervision.</p> <p>9. Students should be advised to keep close to the class group & supervisors. Teachers should keep students in sight, arrange to meet up after short distances walked (eg at particular sculptures or landmarks).</p> <p>10. Program manager is First Aid certified</p>
2. Workshops	Year K - 10 <i>Fitness N/A</i> <i>Pre requisites N/A</i>	Education staff have tertiary qualifications in Visual Art Education and extensive experience with conducting workshops NB All staff have Child Protection Clearance	<p>1. Includes everything listed as risks common to all activities</p> <p>2. Workshop equipment</p>	<p>1. See above listing</p> <p>2. Students/teachers will be advised of safe usage of all equipment/materials before use.</p>

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/ programs</i>	
Workshops	Sculpture materials and equipment (e.g. recycled materials, plastic /foam sheeting, wire, scissors, pliers, wire snips, cardboard)
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes
Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun bring. Indicate if any items are provided by the venue</i>	Students/teachers are advised to wear enclosed shoes with flat soles, sun hats, sunglasses (as required) and sunscreen and to bring water bottles. We recommend that contingencies for wet/windy weather be made. The landship is a covered area. Students should be aware of meeting place if weather becomes unsuitable. SxS to send information to schools advising students to bring wet weather gear, hat and sunscreen.
Access	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <i>Is the venue wheelchair accessible?</i> Yes
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <i>Are staff trained to deal with emergency situations?</i> Yes
Construction/ Maintenance/Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> <i>Sculptures:</i> Artists and SxS staff are involved in the construction, maintenance and repair work of the sculptures
First Aid	<i>Are first aid kits available for each activity?</i> Yes <i>Is there a trained first aid officer at the venue?</i> Yes First Aid certified officer available <i>Is a first aid room available?</i> No
Child-related employment	<i>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?</i> Yes <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i> Department of Education and Training NSW <i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i> Yes <i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i> Yes All Education Staff and Artists working in the Education Program. 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."