

Risk Assessment and Venue Safety Summary



EVENT	School or Group Event Program					
Organisation Name	SYDNEY OLYMPIC PARK AUTHORITY					
VENUE NAMES and LOCATIONS	<p>QUAYCENTRE Cnr Olympic Boulevard and Sara Durack Avenue Sydney Olympic Park NSW 2127</p> <p>SYDNEY OLYMPIC PARK HOCKEY CENTRE (SOPHC) Shirley Strickland Avenue Sydney Olympic Park NSW 2127</p> <p>SYDNEY OLYMPIC PARK SPORTS HALLS (SOPSH) Cnr Olympic Boulevard and Grand Parade Sydney Olympic Park NSW 2127</p>					
CONTACT NUMBERS	TELEPHONE	9714 7600	FAX	9714 7681	Email	quaycentre@sopa.nsw.gov.au
WEBSITES	www.quaycentre.com.au		www.hockeycentre.com.au		www.sportshalls.com.au	
INSURANCE	All venues are covered by the Authority's Public Liability cover and a copy is available from Events dept.					
SUPERVISION	School / Group Events are conducted by teachers, approved entities, bodies and individuals engaged by the licensee. Teachers, carers and other identified adults arranged by the school / group are responsible for student behavior, safety and whereabouts to, from and during the visit. Min. staff to student ratio is 1:15.					
Visiting Schools / Groups are required to provide their own risk assessments. The following is a summary of information provided to assist visiting schools /groups.						
ACTIVITY	POTENTIAL RISK	CONTROL STRATEGIES				
School / Group Event (participants under 18yrs)	EVACUATION	<p>SOPA staff trained in emergency evacuation procedures. Designated Chief Wardens at QC and SOPSH as part of the venue's Emergency Control Organisation (ECO).</p> <p>Teachers, carers and other identified adults account for all participants and await instructions from venue staff or emergency services. Direction may result in returning to activities, evacuating to an assembly area or sheltering in place. In the event of any delay in instructions, Lead Teacher is to send an adult to nearest venue staff member for clarification and await direction. Do not lead group to assemble area unless imminent danger. Venues display emergency evacuation routes and assembly areas.</p> <p>Venues maintained to Aust. Standards in Fire Protection including detection, EWIS, sprinklers, fire hoses and reels, extinguishers and blankets where relevant. EWIS system operation at all venues including speaker system.</p> <p>Emergency Services contact available via QC –dial 600 internally, SOPA Rangers (9714 7700) or direct access (000). Staff carry two radios and mobile phones: QC & HC mobile supervisors phone 0409 668684 / SOPSH mobile supervisors phone 0459 800668 Key Emergency Services: Auburn Police Ph.: 9646 8699 / Concord Hospital Ph.: 9767 5000 Evacuation outline information is included at end of this summary.</p>				
	TRAFFIC	<p>By Bus-Drop off points are available adjacent all three venues, but parking is prohibited.</p> <p>Extra bus / coach parking can be arranged through SOPA in Old Hill Road. Casual on street and station parking is available in the vicinity of all venues (P1, P3, and P4) but may result in parking fees. Teacher parking should be discussed at booking time. SOPA Rangers patrol the precinct regularly and pedestrian areas / crossings are identified.</p> <p>The nearest train station is 15 minutes walk from QC. Trains run to timetable from Lidcombe Station.</p> <p>More information from: www.sydneyolympicpark.com.au/maps/getting-to-the-park</p>				

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	INJURY / INCIDENT PREVENTION	<p>Qualified and accredited instructors are employed or contracted by Licensee. Warm up / downs are utilized and instructors continually assess capability and competence. Performances are structured according to age, ability and a range of other factors relevant to the nature of the event, participants and the purpose.</p> <p>Equipment utilized is inspected prior to use by instructor and maintained to safe industry/Aust. Standards where specified. All electrical equipment is tagged.</p> <p>Teachers, carers, other adults are responsible for identifying to the instructor/director any participant with pre-existing injuries, ailments or conditions which may effect participation, safety and wellbeing. Participants with specific learning requirements or behavioral conditions should be identified prior to the performance to ensure adequate measures are in place.</p> <p>Attending teachers, carers, other adults are to be in possession of treatment plans and medication for known allergies and reactions (e.g. Asthma puffer; Epi-Pens; Adrenalin; etc...)</p> <p>Attire- Bare feet activities are not acceptable unless by design and approval by instructor/director. Specific requirements, if required, will be communicated prior to the visit. Specific areas for make up, hair spray, glitter and tanning will be identified by venue staff and must be used.</p> <p>QC provides an air conditioned environment with access to water taps and coolers. SOPSH is not air conditioned but has access to airflow through window louvers and tilt doors. Access to water taps and cooler is provided. SOPHC is an outdoor venue with shade cover provided at both pitches. Taps and water cooler access is provided. Sunscreen and headwear are strongly recommended. All participants are reminded to bring their own drink bottle for use during and after activity. All venues have changerooms with full amenities available and access will be communicated by venue staff.</p>
	FIRST AID	<p>QC has a fully equipped First Aid room; mobile FA kits and staff trained in FA treatment.</p> <p>Oxygen, Epi pens and Defibrillators are provided for emergency use. For event purposes, QC engages qualified and professional First aid and medical staff on a 'user-pays' basis. FA room will remain under venue control at all times and external first aid providers must be approved by venue management prior to site access.</p> <p>SOPHC has access to Oxygen, Epi pens and Defibrillators for emergency use. A FA room is available but only accessible at pre-booked times in liaison with the hire group. Hire groups are required to provide their own FA trained staff and medical kit.</p> <p>SOPSH has access to Oxygen, Epi pens and Defibrillators for emergency use. A mobile FA kit is available and staff are trained in FA treatment. All three venues have ice making machines suitable for assistance in FA treatment an emergency contact phone numbers.</p>
	CHILD PROTECTION	<p>Employees and coaches / instructors comply with NSW Working with Children Legislation and have participated in employment screening.</p> <p>Specific control areas restrict public access to venue and venue staff will enforce control points.</p>
	SECURITY	<p>Venue has Conditions of Entry on all access points and website. It is the licensee obligation to ensure this information and any other matters related to venue access are communicated to the clients. Multiple users may often use the same venue. Each venue has CCTV in operation and staff that actively monitor both public and non-public areas of the venue. Each venue has a series of access controls enabled throughout to restrict and monitor access; this includes bollards and fencing to restrict pedestrian and vehicle access. SOPA staff and contractors are always identifiable via ID card or induction lanyard / label. All contractors are made aware of WHS and child protection requirements and maintenance, construction and repair works are provided by SOPA approved/supervised contractors and scheduled to minimize interruption. QC has a contractor induction and visitor access system for enforcement. The Licensee will need to supply an accreditation summary to the venue prior to commencement.</p>
	ACCESS	<p>Accessible change rooms and access / egress routes are available at all venues. Event Controller will confirm any operational management variations for use.</p>
	PRODUCTION	<p>Contractors/Partners are engaged by the Licensee and must comply with venue requirements for access and use at all times. Licensee is to refer to Quaycentre Event Management Guidelines (booklet) for direction. First aid, security, venue support (ushering), catering and fire wardens services are all contracted venue partners.</p>

EMERGENCY PROCEDURES

1. Any person identifying an emergency should raise the alarm by attracting the attention of any Quaycentre Centre Staff Member, using the WIP phones or breaking alarm glass panels.
2. The Venue Coordinator should be contacted and informed of the location of the emergency, the type of emergency and the name and location of the caller.
3. The Venue Coordinator will take on the role of the Chief Fire Warden (CFW) and be responsible for ordering the evacuation of the building and the calling of the Emergency Services if deemed appropriate. The Chief Fire Warden may also determine that a **false alarm** has occurred or a '**Shelter in place or Lockdown**' direction is necessary. The Event Controller will liaise with head of production.
4. The Chief Fire Warden will establish a control point in the Reception area, Level 1 control room or at an appropriate emergency exit, to receive reports and relay any necessary instructions. Reception staff or other will assume the role of Communications Officer to support the Chief Fire Warden
5. The Centre Supervisor, Head of House and all Ushers will be responsible for the evacuation of the venue when directed by the Chief Fire Warden. Anyone requiring assistance should ask the Usher for assistance.
6. The Chief Fire Warden will remain in the Centre until the arrival of the appropriate Emergency Services, provided that it is safe to do so.
7. The Chief Warden will direct the Emergency Services to the location of the emergency and inform them of the action that has been taken.
8. The Chief Warden will inform the Centre Manager of events so that SOPA Executive can be informed.
9. Teachers, Leaders and Carers are to account for all students in their group and remain at evacuation point or other nominated area till told otherwise by the Chief Fire Warden or Emergency Services. Any one requiring first aid treatment should be identified.
10. Teachers, Leaders and carers are asked to check with the Chief Fire Warden prior to communicating any message via mobile media.