



SYDNEY SHOWGROUND SCHOOLS VENUE ASSESSMENT

The Royal Agricultural Society of NSW (RAS) welcomes you to Sydney Showground (the 'Showground') and wishes you an enjoyable, entertaining, and educational day. The RAS has a Work Health and Safety Policy in place and takes great care to ensure that all invitees to the Showground have a safe and enjoyable time.

Address: 1 Showground Road, Sydney Olympic Park, NSW, 2127.

Telephone: 02 9704 11294

Emergency: 02 9704 1020 (24hrs)

Insurance: Current Public Liability Insurance

Event Licensees: Those who contract to the RAS for Showground events and use of venues.

The Showground is a unique place: Take care

The Showground is very different to other venues. It is a venue for any variety of exhibitors and promoters to show a wide range of products and services and to carry out all kinds of functions and entertainment including exhibitions, sporting, animal, social, theatrical, and musical events.

During RAS Educational Programs there could be large animals, vehicles, crowds, temporary structures and building activity in all kinds of environments and weather conditions. All these activities have a degree of risk that should be considered when attending the Showground.

As you proceed around the Showground, take care to observe and follow all signage and any instructions that you may be given.

Take special care at all times to protect yourself and others against any loss or injury.

Conditions of Entry: The Conditions of Entry to Sydney Showground are displayed at information points around the Showground or visit www.rasnsw.com.au.

'ShowSafe' Induction Program: All RAS permanent, casual, volunteer and contractor staff undertake the ShowSafe Induction Program. The induction includes safety, security, and emergency procedures.

Before the visit:

It is expected that teachers-in-charge will:

- Have the necessary authority and experience to supervise and manage the group.
- Familiarise themselves with the Showground site layout, its facilities, and guidelines.
- Assess that individual events and displays are safe and accessible for their visit.
- Identify participants with known medical conditions and ensure appropriate medication/treatment is available.
- Alert the Showground of any issues that could impact upon student or teacher welfare whilst visiting the Showground.
- Check weather forecast on day of the excursion.

During the visit:

Teachers and children will be mixing with other schools, presenters and public visitors. It is expected that teachers-in-charge will:

- On arrival, remind students of the safety and emergency guidelines, rules, and behaviour applicable to visit.
- Always keep students under direct supervision and within the DEC Guidelines.
- Take student headcounts at regular intervals.
- Remind students regularly to:
 - Not run.
 - Remain behind barriers and handrails.
 - Not climb any structure or enter gardens.
 - Take care while using stairs, lifts or ramps.
 - Not touch any objects, electrical equipment, or items with moving parts.

- Remain seated when instructed.
- Follow instructions from teachers and staff and RAS officials – Remain on pedestrian pathways and always utilise pedestrian crossings
- Not allow unattended bags to block doors, aisles, fire exits or fire appliances.
- Report lost or unaccounted for students to the Showground immediately (02 9704 1020).

The event area will be clearly identified with signs. Advise students not to leave the event area unless accompanied by a teacher.

- Advise students to be aware of “stranger danger”.
- Evacuate or move to a safe place if in danger, when directed or in response to an emergency alarm.
- Help children with disabilities during an emergency evacuation.
- Be aware of and keep clear of traffic hazards.
- Not enter or permit students to enter back-of-house areas or go near moving plant.

Presenters and RAS Volunteers:

All presenters and RAS volunteers are required to have current Working with Children documentation. All workshop presenters have completed an individual Risk Assessment and have completed an online and/or onsite induction.

Accessibility:

Sydney Showground venues are designed to accommodate the needs of people with access difficulties.

- Buildings and grounds are constructed to the relevant building Codes and Standards and to the Olympic Access Guidelines including accessible unisex amenities.
- Some venues include hearing augmentation systems.
- Dedicated wheelchair and carer seating is provided in some venues.
- Park seat furniture rest spots are located throughout the Showground.
- Showground personnel receive training in communicating with and assisting people with disabilities.
- Guide dogs are permitted to accompany a visually impaired person on the premises.

- Most Sydney Buses services to Sydney Olympic Park are designed for accessibility.
- Parking for accessible vehicles can be arranged on site.

Animals:

- Keep clear of animals on display.
- Wash hands immediately after touching animals and before eating or using restrooms.
- Be aware of animal movements and follow the directions of Showground personnel.

Child Protection:

Event Licensees must comply with the NSW Children and Young Persons (Care and Protection) Act 1998 and the Child Protection (Working with Children) Act 2012 in respect to any employee of the Licensee defined as a child within these Acts or in circumstances which deem the Licensee as a supervisor of a child.

Cloaking facilities:

- Cloaking facilities are not normally available.
- Large bags and valuables should not be brought to the Showground.

Bags can be stored for organised school groups on advance request.

NB: this service is not available during the Sydney Royal Easter Show

Construction & Maintenance:

- Showground construction and maintenance activities are conducted by competent persons to the relevant Codes.
- Event construction and maintenance is under the control of the Event Licensee.

Events:

- Events are under the control of the Event Licensee.
- Event plans are reviewed for statutory compliance.
- Event areas are monitored by Showground staff during events.
- Some events may have low lighting levels, loud noise, theatrical effects and moving parts.

First Aid and Medical: Call 02 9704 1020

- 24-hour Security Officers on site are qualified First Aiders.
- A First Aid Room is available.
- First Aid kits are onsite in case of accidents or emergencies.
- St John Ambulance personnel dedicated to your event are available on request in advance of the event.
- Medical Centres located at: Sydney Olympic Park and Newington Village
- Ambulance NSW protocols are in place.
- Concord Hospital: Hospital Road, Concord (02 9767 6090)
- Westmead Children's Hospital: Corner Hawkesbury and Darcy Roads (02 9845 0000)

Fire Safety:

- The Showground has an Emergency Response Plan.
- A Fire Warden on duty 24 hours a day.
- Fire exits are clearly marked.
- Buildings are equipped with a fully compliant Fire Engineered fire safety system (Essential Services) that is tested to statutory requirements.
- Fire extinguishers, hose reels and hydrants are strategically located throughout the venue.
- Automatic smoke/fire alarms are transmitted to the Fire Brigade.
- Teachers are expected to assist with the evacuation process including students with disabilities.
- All permanent staff are trained in emergency evacuation procedures and annual fire drills are conducted.
- Emergency telephones are located around the perimeter of some venues. Evacuation Assembly Areas have been identified (refer to Sydney Showground Emergency Management Plan)
- Site patrolled and monitored by 24-hour Security.
- Warden Intercommunication Phones (WIP) within all buildings.

Floors, passageways, and stairs:

- Floor surfaces are typically tiled, carpeted, bare concrete or bitumen.
- Mats are provided near main building entrances in wet weather.
- No one should sit or remain standing on stairs.

Food and Beverage:

- Teachers should identify and be aware of their students' food-allergy concerns and the appropriate first aid or medical responses in each case.
- Drinking water bubblers are located throughout the Showground.
- The Showground complies with relevant food health regulations.

Lost Property should be reported to Showground staff.

Work Health and Safety:

- WHS Policy and Programme and procedures have been developed (*ShowSafe*).
- WHS Committee is fully trained and meets regularly.
- Risk assessments are developed for generic event types.
- Workplace inspections conducted regularly.
- Incidents are investigated and analysed.

Plant and Substances:

- Moving plant may be in operation around the venue. Keep clear.
- A Safety Data Sheet (SDS) register is maintained.
- “Safety-switches” are provided on permanent power points.

Security:

- 24-hour Security Office and patrols (02 9704 1020).
- CCTV coverage in many public areas.
- Security Officers dedicated to an event are available on request in advance.

- Local Police: AUBURN Local Area Command: Corner of Queen and Susan Street, Auburn, NSW (9646 8699).

Smoking is not permitted within any venue or public seating area.

Toilets are in or adjacent to all buildings. Refer to the venue/event plan.

Walking around the Showground: The Showground includes streets, paths, circulation areas, gardens, traffic movement, maintenance activities and gradients typical of a public/tourist park-like environment.

- Wear enclosed footwear suitable for walking.
- Wear clothing to protect arms and legs and suitable for changing weather conditions.
- Wear hats, shirts with sleeves and sunscreen whilst outdoors / ensure participants carry water bottles.
- Teachers should carry additional sunscreen and ensure rest breaks in the shade.
- Carry a map.
- Carry a first aid kit.
- Provide adult supervision at front and back to keep the group together.
- Be aware of the location of the Showground Administration/Security office.
- Develop the location of a meeting point in the case of a group member getting separated from the group.
- Students wear school for identification.