



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue Name	Chinese Garden of Friendship		
Location	Pier Street Darling Harbour NSW 2000		
Contact Details	Telephone: 02 9240 8888	Email: functions@property.nsw.gov.au	Fax:
Web Address	www.chinesegarden.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity / Program <i>Please list</i>	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence <i>For this activity/program</i>	Potential hazards that may exist at the venue or as part of the activity / program <i>i.e. situation or thing that has potential to cause harm such as equipment, environment (e.g. large trees with falling branches, trip hazards) materials, etc.</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Self-Guided Tours	Primary, secondary and tertiary students	N/A	Hard uneven surfaces, steps, slopes, water courses, swooping birds	Teachers and students are provided with Chinese Garden 'induction' brief by staff on arrival Signage in place Handrails provided (some areas only) Barriers to water courses (some areas only) Teachers and students must only walk along designated pathways and are not to climb over rocks and through garden beds

Equipment
List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

NA	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i>	Recommended fully enclosed, flat heeled shoes with non-slip soles to be worn by patrons Hats and sunscreen are also recommended
Supervision / services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	The teachers and accompanying adults must always provide full supervision of children
Access	<i>Is access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Note: some parts of the garden are inaccessible by wheelchair e.g.: the mountain zone <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> 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"/>

<p>First Aid / Medical Emergencies</p>	<p><i>Are first aid kits available at the venue for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where are the first aid kits located? At the front office</p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>How can this person be contacted if needed? Sydney Harbour Foreshore Authority Rangers are first aid trained and some Chinese Garden staff. Ranges are not based at the garden but are located within the Darling Harbour precinct and are contacted immediately if first aid is required as per organisational procedures. Chinese Garden staff will contact the Rangers directly.</p> <p><i>Is a first aid room available at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where is the first aid room located? There is no designated first aid room</p> <p>If a medical emergency occurs, what is the venue's procedure? Chinese Garden staff will notify Darling Harbour Rangers who are available 24 hours a day, 7 days a week. Staff (Chinese Garden or Rangers) will also contact 000 as required.</p> <p>How can emergency service vehicles and personnel access the venue? Via the forecourt area directly in front of the garden</p> <p>If a medical evacuation is required what is the process? Darling Harbour Rangers will coordinate this process with emergency services</p> <p>Is the Emergency + smartphone app available to personnel at the venue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - staff are not issued with mobile phones</p> <p>What is the distance to the nearest hospital or other medical facility? Sydney Hospital, Macquarie Street is 2.1km from the Garden. Sydney Hospital has an emergency department.</p> <p>What communication system is to be used if there is no mobile phone reception? Chinese Garden landline and email. Rangers also carry 2-way radios</p>
<p>Potential tree zones</p>	<p>The Chinese Garden has a few large established trees throughout its landscape and also several trees directly outside the garden around the forecourt area. Trees are maintained by qualified horticulturalists and arborists.</p>
<p>Other factors that may be relevant to risk management</p>	<p>The Chinese Garden is home to various wildlife such as; lizards, birds, fish and turtles. Some of these animals can be unpredictable at times especially birds during the breeding season when they may demonstrate 'swooping' behaviour.</p> <p>Teachers and accompanying adults must ensure that children always treat the garden's wildlife with respect and caution.</p> <p>It is recommended that all visitors wear hats during their visit to the garden.</p> <p>Visitors are not permitted to feed any of the garden's wildlife as this is both unhealthy for the animals and may encourage aggressive behaviour (this is of relevance to birds)</p> <p>Some swooping birds are also attracted by shiny surfaces such as sunglasses and camera lenses.</p>

Child-related employment

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 Communities on (02) 9836 9200.

Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?

Commission for Children and Young People

If your organisation is registered with an Approved Screening Agency in NSW, have all employees and others undertaking work (including volunteers) undergone employment screening? Yes No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes No

Please note that the information provided above was current as at the date above. It has been provided by the venue to schools in their risk management planning for excursions. If further information is required, please contact the venue directly. If this information changes, the venue will advise the NSW Department of Education and Communities and provide an update.