

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

21st BIENNALE OF SYDNEY – COCKATOO ISLAND

Organisation	Biennale of Sydney (Biennale)
Location	Level 4, The Arts Exchange 10 Hickson Road The Rocks NSW 2000 Australia
Phone number	+61 (0)2 8484 8700
Web address	biennaleofsydney.art
Contact	Liz Bradshaw Learning Coordinator lizb@biennaleofsydney.com.au
Venue	Cockatoo Island, Sydney Harbour
Public Liability Insurance	The Biennale holds Liability Cover with Allianz Insurance Australia.

Risk Assessment

Cockatoo Island: Years K–12

Potential risks <i>Hazards/risks to each activity/program and the venue</i>	Control strategies <i>Outline strategies for ensuring visitor safety</i>
Equipment <i>List of equipment, including personal protective equipment, to be provided for use during activity/program</i>	There should be no protective equipment necessary, but if it is needed all equipment at the venues are maintained in accordance with the WHS Regulations and appropriate standards by the SHFT (Cockatoo Island).
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>	<ul style="list-style-type: none"> • Footwear Covered and comfortable footwear for walking around the venues but also to and from transport points outside of venues. • Sun protection The Biennale recommends hats, sunscreen and other appropriate sun protection at all times. • Water Students are required to bring full water bottles to Cockatoo Island. Water is available for purchase in a small number of locations. Bubblers are available at toilet blocks on the north side of the island and at the Turbine Hall. • Wet weather The Biennale also recommends that contingencies for wet weather are made. The Biennale has no wet weather facilities for teachers and students to eat their lunches and appropriate wet weather gear should be prepared. The island features a

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	<p>lot of indoor venues which can be used in extremes in weather.</p> <ul style="list-style-type: none"> Toilets Toilet blocks positioned at various locations across Cockatoo Island.
Supervision/services <i>List services provided by venue staff including briefing, guided tours, supervision of activities...</i>	<p>The organisation provides information on use of gallery resources, programs and developing and booking successful and safe excursions through:</p> <ul style="list-style-type: none"> The Biennale website Guide (downloadable and hard copy available) <p>Sydney Harbour Federation Trust provide further venue and safety information on their website http://www.cockatooisland.gov.au/learn/faqs</p>
Access	<p>Cockatoo Island is a post-industrial site with uneven surfaces; some buildings are not accessible by wheelchair.</p> <p>Wheelchair accessibility on the ferries varies, depending on the day and time of travel. For more information please contact Sydney Ferries Customer Service: (02) 8113 3002 or enquiries@harbourcityferries.com.au</p>
Emergencies	<p>If there is an emergency, please dial 000 (or from a mobile phone dial 112).</p> <p>For minor emergencies on Cockatoo Island the Rangers can be reached at 04 3465 2153.</p> <p>Emergency procedures are in place at Cockatoo Island. Please follow instructions given by Cockatoo Island Rangers.</p>
Construction/maintenance/repair	<p>All personnel involved in construction, maintenance and repair work are appropriately licensed. Signage will be erected where appropriate and teachers should manage student groups accordingly.</p>
First Aid	<p>First aid kits are available on Cockatoo Island; Rangers office and Building 102. Cockatoo Island Rangers and some Biennale staff are trained in first aid.</p>
Child-related employment	<p>Biennale staff members and volunteers who are engaged to work with children and are engaged in child-related employment as defined by the <i>Commission for Children and Young People Act 1998</i> and the <i>Child protection (Prohibited Employment) Act 1998</i> are required to hold a current working with children check.</p>
Other	<p>Restricted Areas Some artworks may not be suitable for minors. These are appropriately signposted and teachers are required to ensure students are aware of or do not enter these age restricted areas.</p> <p>Duty of Care Whilst the Biennale takes all reasonable steps to ensure the safety of visitors to Cockatoo Island, in accordance with NSW DE</p>

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	<p>policy, the school's duty of care owed to students cannot be delegated to the Biennale, its staff or volunteers.</p> <ul style="list-style-type: none"> The information contained in this document is for guidance purposes and is not intended to replace any school's excursion policy.
General safety	<ul style="list-style-type: none"> Discuss safety rules at the commencement of the program. Schools must provide set ratio of adults for supervision (in accordance with the school's policy); suggested ratios are Primary 1:10, Secondary 1:20. Attending adults must be briefed to assist with supervision. Teachers to maintain close supervision of groups throughout the program – students must remain with Supervisors at all times. Supervisors to ensure fully charged and functional mobile phone is carried at all times. Teachers to make note of location of Biennale volunteers when moving to a new area of the island.
Exposure to hazardous materials	<ul style="list-style-type: none"> Contaminated areas fenced and sign-posted. Any potentially vulnerable areas are identified by an external auditor and fenced to restrict access. Supervisor required to monitor students at all times.
Injury by tripping over machinery, tools, barricades, in construction areas, uneven floors or any area	<ul style="list-style-type: none"> Biennale staff to carry out work in controlled areas ensuring any tools, cabling or equipment is kept to clearly designated areas. All tools and equipment to be packed away following completion of work. Students must wear appropriate closed-toe footwear. Teachers to ensure students stay within delineated footpaths and paved areas. School groups are to exercise caution when moving through spaces on Cockatoo Island. Teachers to advise students that walking backwards is unsafe on the island as uneven surfaces may prove a trip hazard.
Serious injury while embarking/disembarking/travelling on ferry vessels	<ul style="list-style-type: none"> Supervisors to provide safety instruction to students prior to boarding vessel. Accompanying Supervisors are required to monitor students' behaviour at all times and are responsible for student discipline. Safety flotation devices and trained staff are present on ferries. Supervisors are required to ensure students comply with safety instructions provided by ferry staff
Serious injury or death by falling off cliff or into docks	<ul style="list-style-type: none"> Fencing and signage is provided in some areas. Teachers and supervisors to monitor and instruct students on steering clear of cliff areas and dock edges.

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	<ul style="list-style-type: none"> Placement of artworks does not require proximity to these risk areas.
Vehicle movement	<ul style="list-style-type: none"> Construction vehicles and buggies are often in use throughout the duration of the exhibition on Cockatoo Island. Biennale staff undertake driver training from SHFT Rangers and are instructed to exercise caution at all times when operating vehicles. Teachers and supervisors to manage road crossings, exercising vigilance and care when guiding students on the island.
Natural elements	<ul style="list-style-type: none"> Students to bring sun-protection and wet-weather gear. Cockatoo Island can be quite windy, wind breakers or jumpers recommended. Teachers to ensure students avoid disturbing seagulls during seagull nesting season. Do not proceed with excursions during thunderstorms or unsafe weather conditions.
Branch or tree fall	<ul style="list-style-type: none"> Keep clear of tall trees during days of high wind.
Allergies	<ul style="list-style-type: none"> Teachers ensure that students with allergies have relieving medication with them.
Emergency evacuation procedures	<ul style="list-style-type: none"> Sydney Harbour Federation Trust (SHFT) Rangers on the island will provide information regarding evacuation and muster points. In case of emergency, supervisors must follow the instructions of SHFT Rangers.
Construction and remediation work	<ul style="list-style-type: none"> Construction areas are fenced and sign-posted with access to construction sites controlled. Teachers to ensure that groups observe fenced-off areas.
Inappropriate conduct by member of the public	<ul style="list-style-type: none"> Teachers to maintain close supervision of group and be aware of other visitors to the site. Adapt tour path as required. Contact SHFT Rangers if necessary.
Loss of person due to movement of group throughout the site.	<ul style="list-style-type: none"> Teachers to conduct head counts at start, middle and end of program. All students must maintain close proximity to their group and supervisors. Contact SHFT Rangers if necessary.