

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS
ACS Foundation – Big Day In
21 & 22 June 2022

Venue name	Faculty of Engineering and Information Technology, University of Technology Sydney			
Location	Great Hall, Level 5 UTS Tower (Building 1), Broadway Campus ULTIMO NSW 2007			
Phone number	02 9514 2666	Fax number	02 9514 7803	
Web address	http://www.uts.edu.au/future-students/engineering and http://www.uts.edu.au/future-students/information-technology			
Insurance	Does the venue have public liability insurance cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See www.fsu.uts.edu.au/insurance/policies/ for a list of the University's \$5 million, \$10 million and \$20 million public liability insurance policies.			
Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
COVID Restrictions	All ages	Teachers	Illness	<p>You must not come to campus if you have:</p> <ul style="list-style-type: none"> - a cough, sore throat, fever, runny nose, loss of smell or loss of taste - been diagnosed with COVID-19 or come into contact with someone who has been diagnosed in the last week - Everyone must stay 1.5m apart where possible and are recommended to wear masks in situation in which maintaining 1.5m apart is not possible. - If a positive COVID-19 case is confirmed, Teachers to advise ACS Foundation and UTS event organisers immediately - A list of all students including contact details must be provided to ACS

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				Foundation to forward to UTS. These lists will be provided to UTS Health & Safety. Registration will be used to assist with case-tracing only if required.
Arrival and departure	All ages	Teachers	Late arrival	Teachers and students should arrive to UTS at the stated time. Teachers and students should enter via the UTS Tower Building on Broadway. A map can be found at: http://maps.uts.edu.au/map.cfm
			Transport	<p>UTS is a short walking distance from Central station & Railway Square. We encourage schools who can access train transport to use it.</p> <p>Closest train station is Central Station</p> <ul style="list-style-type: none"> - Take the eastern exits to Railway Square/George Street. The Devonshire Street Pedestrian Tunnel/Ultimo-Pedestrian Network is the pathway. You can then either exit up onto Broadway and walk along until you reach Building 1 – UTS Tower. Or continue until you reach the escalators along The Goods Line to Building 6. Walk through building 6, go across the bridge over Harris St and head through doors into Tower building level 4. <p>Closest bus stop is Railway Square</p> <ul style="list-style-type: none"> - Walk along Broadway, until you reach UTS Tower (building 1) <p>Bus parking – located behind UTS Library (Building 5), Darling Drive, Ultimo (10 minute</p>

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				<p>walk to Building 1 – UTS Tower)</p> <p>UTS Wayfinding: http://wayfinding.uts.edu.au/</p> <p>Please supervise students while crossing roads and when embarking/disembarking buses and trains.</p>
			<p>Trips/slips and falls</p>	<p>When walking around the UTS campus students should keep their pace to a WALK at all times. From stairs in the foyer (level 4) of the Tower building facing onto Broadway and from the rear foyer facing Thomas Street (level 3) - steps may be slippery if wet.</p> <p>No students should be moving down stairs from level 4 to 2 if they have arrived in the foyer of the Tower Building from Broadway or are on lunch or other breaks. Schools arriving from Thomas Street will need to walk up the stairs from level 3 to the Great Hall level 5. Schools arriving from Broadway will need to walk up the stairs from level 4 to the Great Hall level 5.</p> <p>Thomas Street (next to UTS Faculty of Engineering and IT), construction work is taking place, and should use caution for truck movements in and out of the construction site via Jones Street exit. When making your way around the campus, be vigilant, do not rush, be alert for entering and exiting trucks through Broadway and Jones Street. Slow down and follow instructions from traffic controllers.</p>

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			Lost students	Please make sure every student is accounted for before proceeding.
			Access	Stroller, wheelchair, lift and ramp access is via the front entrance from Broadway.
Cloaking – Bag storage	All ages	Trained staff	Lost property	There are no cloaking facilities so make sure that your group brings only lunch and small bags. Ensure that hats and other loose items are stored in bags. Report any lost property to staff, who will inform the security office.
Student behaviour	All ages	Teachers and trained university staff	Injuries caused by leaning over balconies, touching electrical equipment, sharp or heavy objects	Students should be reminded: <ul style="list-style-type: none"> • not to run • to keep near handrails and take care while using stairs, escalators or ramps • to remain behind barriers • not to enter areas marked 'no access' • not to touch objects or electrical equipment • that photography or filming of exhibits is prohibited
			Disruptive students will be asked to behave in an appropriate manner. If behaviour remains unacceptable. UTS will notify the teacher/school.	Outline a code of conduct expected of student whilst on excursion. Ensure students are aware that exams may be in progress and not to make noise on the tour and disturb any staff or students.

Equipment

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

No personal protective equipment is required.

Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards?
Yes No

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Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, which participants are required to bring. Indicate if any items are provided by the venue</i>	Please ensure all students are wearing covered (closed-toed) shoes.
	Please ensure all students bring a hat to wear when walking to and from transport and when taking breaks.
	Please ensure students bring water with them.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	ACS Foundation staff and volunteers manage the event with support from UTS FEIT Staff
	Teachers should maintain direct supervision of their students at all times during their visit to UTS. Each adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group whilst at UTS.
Access	<i>Are 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"/> <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	A disability access map for all University campuses is available at www.fmu.uts.edu.au/disability/ .
Emergencies	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are staff trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	The University's Security Services Branch has established procedures for the evacuation of buildings in an emergency, including the appointment of emergency wardens. See www.fmu.uts.edu.au/security/emergencies/evacuation.html for an explanation of alarm tones used on campus.
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"/> The University's construction/maintenance/repair work is either undertaken by qualified and licensed in-house staff or by external contractors employed by the University. The University has systems in place for licensing of both staff and construction/maintenance contractors.
First Aid	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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Child-related employment	<p>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 (Working With Children) Act 2012? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? For UTS FEIT Outreach activities UTS HRU handles screening directly with the NSW Police service</p>
	<p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>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.</p>

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