

## SHAPE Risk Management Plan for school excursions

SHAPE presents a selection of outstanding major projects by HSC Design and Technology, Industrial Technology and Textiles and Design students in NSW.

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<b>VENUE:</b>	Pier 2/3
<b>ADDRESS:</b>	Pier 2/3 Walsh Bay Arts Precinct, 13 Hickson Road Sydney
<b>CONTACT INFORMATION:</b>	<a href="mailto:exhibitions@nesa.nsw.edu.au">exhibitions@nesa.nsw.edu.au</a>
<b>PHONE:</b>	02 9367 8009
<b>DATES:</b>	17 March - 12 April 2025
<b>PUBLIC LIABILITY COVER:</b>	Yes (icare)

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### SHAPE SEMINARS:

#### Year 11 & 12 combined

- **When:** Design and Technology (Sessions on 24-28 March)  
Industrial Technology (Sessions on 24 and 25 March)
  - **Where:** The Rebel Theatre, Australian Theatre for Young People  
Pier 2/3, Suite 2/13A Hickson Rd, Dawes Point NSW 2000
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### OPENING HOURS:

- **Weekdays:** 9am to 4pm
- **Saturday:** 9am to 3pm
- **Sunday:** Closed
- **Public holidays:** Closed

## **ACCESSIBILITY:**

- The exhibition and seminar venues are fully accessible, with ramps and lifts available for wheelchair users.
- Accessible restrooms are located in both venues.

## **SAFETY INFORMATION:**

### **General Safety Measures**

- The venue complies with all local health and safety regulations.
- First aid kits are available at designated points, with trained first aid officers on site.
- Fire exits are clearly marked, and evacuation plans are posted throughout the venue.

### **Arrival and Departure**

- Buses can drop off and pick up students at the designated area.
- For student seminar sessions, teachers must check in at the reception point located within the exhibition space.
- Please organise yourself to arrive 15 minutes prior to the seminar start time. If delayed, please call the NESA Events team at +61 2 9367 8009.

### **Conducting the Excursion**

- Teachers and chaperones are responsible for the direct supervision of their students at all times.
  - Students should be instructed to stay in groups and follow venue rules.
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## **EMERGENCY PROCEDURES:**

- In case of an emergency, follow the instructions of venue staff who are trained to manage such situations.
  - Designate a meeting point outside the venue for your group in case of evacuation.
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## **SPECIFIC AREAS OF INTEREST:**

### **Exhibits and Learning Lab**

- Interactive exhibits are designed to be safe and informative. Supervision is required to ensure proper use.

### **Food and Beverage**

- A cafeteria area is available close by, for lunch breaks and refreshments.
- No food or beverage should be consumed near the exhibits.

### **GUIDELINE FOR TEACHERS AND CHAPERONES:**

- Conduct a pre-visit briefing with students about behaviour expectations and safety rules.
- Perform regular headcounts, especially when moving between exhibition areas and between the exhibition space and the seminar space.
- Encourage students to ask questions and engage with venue staff.

Teachers must always maintain appropriate supervision of students, and remind students to:

- Walk, not run
- Remain behind safety barriers
- Not enter areas marked as 'no access'
- Not touch electrical equipment or displays (unless marked as 'hands-on')
- Not lift heavy objects
- Use play equipment with care and check for other users and younger children.

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### **LOST AND FOUND:**

- Instruct students on what to do if they become separated from the group. Venue staff are always available to assist.
- Lost property can be reported and claimed at the main reception.

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We look forward to welcoming your school to the SHAPE Exhibition and providing an educational experience that is both enriching and safe. Our dedicated staff are committed to ensuring that your visit is organised efficiently and conducted in a secure environment.

**NESA Events & Engagement Team**

<b>Issue/activity</b>	<b>Relevant age group/ fitness level/pre-requisite skills</b>	<b>Staff accreditation/ competence</b>	<b>Potential risks</b>	<b>Control strategies</b>
Arrival and departure	All ages	None required	Injury: trip, fall or hit by vehicle in car park/on road.	Designated drop off point for students.  Information sent to all registered groups on procedure for student set down and pick up.
Walking around exhibition and attending seminars	Year 11 and 12	All facilitators, including volunteers, have a current Working with Children Check.	Students injured or ill.  Students wander away from group and become lost.  Students behave inappropriately in exhibition causing distress to other visitors or damage to exhibits.	Event staff are trained in first aid.  Large groups are broken into smaller manageable groups and supervised by event staff and teachers.  Student behaviour monitored by event staff and volunteers, teachers and accompanying adults.
Bag storage	All ages	None required	Lost property	Schools are encouraged to leave bags at the side of exhibition (as advised by event staff).  The exhibition has no locked baggage storage available for schools.

Equipment (objects and props used for facilitating programs)	
No equipment issued	
Other requirements	Closed footwear, water bottle, hat and sunscreen required for outside teacher-guided activities.
Supervision/services	Groups undertaking a seminar program will have time with the teachers/masterclass speaker and exhibition.
Access	<p>Is access to and from the premises safe and without risk to health? <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>
Emergencies	<p>Are emergency procedures in place in the venue? <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>

<p>Construction/maintenance/repairs</p>	<p>Are licensed personnel used for all construction, maintenance and repair work?  <b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>
<p>First aid/medical emergencies</p>	<p><b>Are first aid kits available at the venue?</b> <span style="float: right;"><b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></span>  <i>Where are the first aid kits located?</i>                  Reception desk</p> <p><b>Is there a trained first aid officer at the venue?</b> <span style="float: right;"><b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/></span>  <i>How can this person be contacted if needed?</i>                  Event staff are first aid officers and can be contacted by attending the reception desk.</p> <p><b>Is a first aid room available at the venue?</b> <span style="float: right;"><b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/></span></p> <p><b>If a medical emergency occurs, what is the venue’s procedure?</b>                  In the first instance, call 000 and then ask event staff to provide basic first aid.</p> <p><b>How can emergency service vehicles and personnel access the venue?</b>                  Emergency vehicle access is available through Hickson Road (loading dock). Access to Pier 2/3 is through the side doors.</p> <p><b>If a medical evacuation is required what is the process?</b>                  Call 000 – attending emergency services will determine the nature of the medical emergency and what assistance is required.</p>

**What is the distance and location of the nearest hospital or other medical facility?**

St Vincent's Hospital Sydney (7km from venue)  
390 Victoria Street, Darlinghurst NSW 2010  
Tel: 02 8382 1111

Bridgeside Medical Centre (1km from venue)  
9/200 Cumberland St, Sydney NSW 2000  
Tel: 02 9252 2200