



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 1111

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.

At times there are large animals, vehicles, crowds, temporary structures, amusement rides 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 may be mixing with 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).
- Advise students not to leave a building 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.



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.

Transport:

Visit the Sydney Showground and Sydney Olympic Park websites for additional information regarding transport and parking options:

[Sydney Showground transport](#)

<http://www.sydneyolympicpark.com.au>

or for public transport options:

[Transport NSW information](#)

[Sydney Trains Network Map](#)

Contact the Showground to arrange designated bus/coach drop off/ pick up areas for your visit.



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 to wear school identification information.

Sydney Royal Easter Show (the “Show”):

The Royal Agricultural Society operates the annual Sydney Royal Easter Show. The following additional measures apply for this event:

NSW Police Force: Officers from NSW Police are stationed on site for the duration of the Show.

Fire & Rescue NSW: Officers from the Fire & Rescue NSW are located on site for the duration of the Show.

Ambulance Service NSW - Officers from NSW Ambulance are located on site for the duration of the Show until the close of each day (approximately 10pm).

St John NSW – Personnel from St John are located on site for the duration of the Show until the close of each day (approximately 10pm).

School Bus Set Down/Pick Up and Parking – School groups coming to the Show should use Coach Pod C as outlined in The Sydney Royal Easter Show School Bus Parking Map. Coach Pod C has seventy-one spaces for set down/pick up as well as all day parking for coaches. A walking route is accessible with lifts and ramps if required. From this location you can walk via tunnel into the Sydney Olympic Park precinct, with a short walk to the SRES Plaza Entry gate. This location is considered best as there are no roads to cross.



SYDNEY SHOWGROUND COVID-19 VENUE OPERATING PRINCIPLES

Sydney Showground will operate under the following operating principles on our site regarding COVID-19 protocols. These principles are provided for in further detail in the Sydney Showground COVID-19 Safety Management & Operations Plan. These principles are also considered and applied alongside the National COVID-19 Safe Workplace Principles.

KEY ELEMENTS

1. Patron & Employee Health

Patron and employee health always remains the number one priority. Primarily staff and customers who are unwell will be excluded from the premises. The following key principles will be implemented where practical.

- a. Physical Distancing Protocols
- b. High Touch Area Sanitisation
- c. Controlled Entry Points
- d. Signage and Education
- e. Food & Beverage Protocols
- f. Cleaning Protocols

2. Ticketing / Registration

The ticketing process will aid in record collection and pre-planning regarding attendees. The following key principles will apply where practical:

- a. Pre-purchase/registration will occur for all events
- b. Digital ticketing to occur to reduce contact between patron and staff
- c. Box Office/collection desks will operate under strict guidelines

3. Employee Responsibilities

Employees will be the 'front-line in implementing requirements to ensure a safe environment. The following key principles will apply where practical:

- a. COVID-19 Training and Briefings
- b. Availability of Personal Protective Equipment
- c. Control Employee crossover and distancing

4. Arrival Patterns

Controlled arrival patterns will be essential to ensure controlled social distancing external to the venue and at entry points. The following key principles will apply where practical:

- a. Staggered staff arrival and alternative entry points to patrons
- b. Staggered customer arrival
- c. Effective mixed use of vehicle parking and public transport



5. Function Protocols

Specific protocols will be implemented relevant to the nuances of the function taking place.

6. Cleaning Protocols

Cleaning protocols will be established working in partner with the venue cleaning partner/ All events will have specific cleaning plans with a specific focus on COVID-19 protocols

7. Record Keeping

Record keeping of attendees is an ongoing principle of NSW Health requirements. The following key principles will apply where practical:

- a. Records containing name and a mobile number or email address will be taken and kept for a minimum of 28 days
- b. Records will be kept for the sole purpose of contact tracing if required
- c. For group bookings one contact will be sufficient to support contact tracing

8. Venue Capacities

Venue capacities will be as defined by current NSW Health guidelines and are subject to change.

OPERATIONAL GUIDELINES

Additionally, specific operational guidelines have been established to facilitate the operational implementation of a COVID-19 Safe Venue across the following areas:

- a. Catering Operations – Retail
 - a. Retail Bars
 - b. Food Outlets
- b. Catering Operations – Corporate
- c. Kitchen and Loading Dock Operations
- d. Elevators
- e. Venue Employee WHS Considerations
- f. Security
- g. Cleaning

Detailed information is provided in the Sydney Showground COVID-19 Safety Management & Operations Plan.



safe work australia

NATIONAL COVID-19 SAFE WORKPLACE PRINCIPLES (SafeWork Australia)

1. All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.
2. The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers, and others in the workplace.
3. To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand, and quantify risks and to implement and review control measures to address those risks.
4. As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.
5. Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.
6. Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively, and efficiently, and consistent with advice from health authorities.
7. Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key. This includes a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19.
8. Safe Work Australia (SWA), through its tripartite membership, will provide a central hub of WHS guidance and tools that Australian workplaces can use to successfully form the basis of their management of health and safety risks posed by COVID-19.
9. States and Territories ultimately have the role of providing advice, education, compliance, and enforcement of WHS and will leverage the use of the SWA central hub in fulfilling their statutory functions.
10. The work of the National COVID-19 Coordination Commission will complement the work of SWA, jurisdictions and health authorities to support industries more broadly to respond to the COVID-19 pandemic appropriately, effectively, and safely.