



## Venue and Safety Information



### Venue name

Early Start Discovery Space (ESDS)

### Location

Building 21, University of Wollongong, NSW 2522

### Phone number

02 4221 3777

### Email

discovery-space@uow.edu.au

### Web Address

[www.earlystartdiscoveryspace.edu.au](http://www.earlystartdiscoveryspace.edu.au)

### Insurance

The Early Start Discovery Space has Public Liability cover

### Access

All of the experiences have been designed in such a way to be accessible by all. Wheelchair, pram and stroller access is available throughout the ESDS; with ramp access to the front door, lift access to the upstairs experiences and accessible toilets on the ground floor.

Our toilets accommodate the smallest of visitors with a parent room – complete with change tables, kitchenette and shower; shared children sized toilet facilities with the last two cubicles having both child and adult size toilets in one cubicle.

Separate toilets for wheelchair access and adult female and male toilets are also available.

### Transport

We have our own Bus Bay located directly outside the Discovery Space entrance on Ring Road to help ensure safe drop off and pick up points for groups.

All buses must enter via the Eastern Entrance (Cnr Irvine and Northfields Avenue) and follow the Ring Road to the entrance of the Discovery Space (on your left). Our map can be found at [www.earlystartdiscoveryspace.edu.au/visit/getting-here/](http://www.earlystartdiscoveryspace.edu.au/visit/getting-here/). Bus parking is **NOT** available on site.

### Arrival

Schools should plan to arrive 15mins early to ensure the tour starts on time without being rushed. If you are running late, or delayed, please ring (02) 4221 3777 to advise Early Start Discovery Space employees. A teacher representative is to meet Discovery Space staff at the front desk to advise of their arrival and process payment (if not arranged prior), before disembarking students and leading them into the *Group Briefing Room*.

Please supervise students as they step off the bus. Although we have a dedicated bus bay on the same side as the Discovery Space, the bay is on Ring Road which is a high traffic area during the week.

Once in the *Group Briefing Room* the whole group will be welcomed by a Discovery Guide and given an orientation of the space, including safety briefing, responsibilities and conditions of entry for each visitors.



## **Safety Procedures**

Early Start Discovery Space is committed to maintaining a safe environment. Industry experts have advised us on our design and inspected our facility.

We have an on-going relationship with Kidsafe NSW to ensure our experiences meet Australian Standards including:

- Australian and New Zealand Standard AS/NZS 4486.1:1997
- Australian and New Zealand Standard AS/NZS 4422:1996
- Australian Standard AS 4685:2014

We have a formal incident reporting process which allows incidents, near misses and/or hazards to be identified and logged. We ask if you experience a near miss or injury to please report to a Discovery Space staff member as soon as possible.

## **Child related and Supervision Services**

All ESDS employees, and volunteers, working in the ESDS undergo a *Working with Children Check* with the NSW Government as part of the recruitment process before commencing any work on site.

No unaccompanied adult may enter the space – just as no unaccompanied child can enter the space.

All children under the age of 12 must be accompanied by an adult (18+) at all times.

On booking, schools are advised that the minimum ratio is one accompanying adult to five (1:5) students. Please also advise our booking officers of any special needs prior to your visit or inform your ESDS Guide at the briefing. This includes identification of any children who are unable to be photographed.

Supervision is required at all times. While we have volunteers and employees on hand, who have been trained to keep an eye out for each child, the responsibility falls to the accompanying adult to supervise their child/ren.

Discovery Space staff will welcome the group on site, and will accompany the group when required throughout the visit. A number of trained Education Officers will be present throughout the Space to assist visitors and maintain a safe environment for all.

## **Public Safety WHS**

Visitors to the Discovery Space have a shared responsibility for their own safety and the safety of others.

In accordance with the Work Health and Safety Act, visitors are to:

- take reasonable care of their own health and safety;
- take reasonable care to ensure they do not adversely affect the safety of others; and
- comply with all instructions given by Discovery Space staff as far as they are reasonably able to.

In addition visitors are to adhere to the Conditions of Entry, available on request, on our website and on entry to the Discovery Space.

## **First Aid**

We have trained First Aid officers on site at all times. Please report to the front desk if First Aid is required.



## **Cleaning/Maintenance**

We will ensure that the amenities provided for the public are maintained according to public health regulations.

Regular cleaning of toilets and facilities are conducted on a daily basis. Licensed personnel are used for all construction, maintenance and repair work.

All dangerous materials and equipment will be stored away out of reach of the public.

## **Other Services**

### **Café**

The café is managed according to public health regulations and Espresso Warriors have their own Public Liability and work cover.

Visitors have the option of utilising the onsite café or bringing their own lunch and snacks.

Bubblers are available however we recommend bringing water to help stay hydrated and fuelled.

We ask that food and drink be consumed outside, in the Discovery Gardens.

While you are permitted to take your group outside into the University grounds to explore, please maintain supervision at all times. Potential hazards include roads, carparks, watercourses and stairs.

### **Sun Safety**

We advise visitors to bring their hats with them for use when out in the Discovery Gardens or surroundings. We have sunscreen on hand to apply before going outside.

### **Elevator**

We have an elevator in the Discovery Space to help visitors move between level one and level two. The elevator is kept locked at all times, if visitors need to use the elevator please see a Discovery Space staff member.

### **Lockers**

We have lock up cages for booked schools' bags. In addition, free of charge, lockers are available for visitors to store their belongings.

### **Clothing**

Soft soled, enclosed shoes are recommended for all visitors entering the ESDS.

### **Lost Property**

All lost property will be collected at the front desk, then registered and stored with UOW Security and held for a period of 6 weeks before it is then given to charity.

### **Experiences**

All of our experiences accommodate all age and fitness levels and do not require any prerequisite skill to participate. While all ages can participate we recommend children aged 9 months to 10 years will benefit the most from our experiences and venue.

Trained Discovery Guides and Education Officers are nearby to help facilitate play and answer any questions or concerns.

The risk of injury has been minimised by:

- safety being of high importance in the design and building of the experiences
- ensuring all electrical switches are covered and safe
- wherever practicable having non-slip floor to reduce/minimise the risk of slips and falls
- including hand rails on the stairs

Every experience has its own risk assessment, the information below has been collated to present the potential trends in risks as well as control strategies for the Discovery Space.



Potential Risk <i>List hazards/risks related to Discovery Space venue</i>	Risk Level	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>	New Risk Level
Emergencies (evacuation or shelter-in)	H/M	ESDS Emergency Response Procedure Manual developed, staff trained in emergency responses and implemented in practice Discovery Space staff trained to help direct visitors to safety Trained Chief, Deputy and Building Wardens onsite to fulfil emergency response requirements Discovery Space staff have radio and phone access with UOW Security at all times	L
Medical Emergency	H/M	Nominated staff First Aid trained First Aid assistance available on site from Discovery Space staff and UOW Security ESDS First Aid Procedure developed and implemented	M/L
Missing child	M	Signage at front of ESDS indicates parents and children are to 'stay together, play together' Regular walks of Discovery Space conducted by staff ESDS Emergency Response Procedure Manual developed including ESDS Missing Child procedure. Manual and Missing Child procedure implemented. Discovery Space staff member positioned at front entrance/exit to monitor entry/exit of families and prevent unattended children leaving the Discovery Space.	L
Exposure to bodily fluids	M	Staff to close off affected area or remove affected item reducing risk of exposure to bodily fluids ESDS Bodily Fluid Clean Up Procedure developed and implemented in practice Staff trained in dealing with exposure to bodily fluids during induction	L
Exposure to chemicals (including cleaning products and art supplies)	M	All cleaning products locked in areas visitors cannot access All cleaning products used on site have MSDS stored on ChemAlert Staff have access to ChemAlert External group and birthday parties who use party rooms are supplied with Discovery Space cleaning products	L



		<p>External groups and birthday parties have responsibility to ensure children are not exposed to chemicals</p> <p>Non-toxic washable paints/texta/glue/other materials used during art making sessions</p> <p>MSDS for new chemical products for programs and/or experiences placed on ChemAlert before use</p>	
Exposure to pests including insects and spiders	<b>M</b>	<p>Routine pest control spray of facility. Spray included in facility maintenance calendar.</p> <p>Nominated staff First Aid trained</p>	<b>L</b>
Exposure to high temperatures in Discovery Gardens	<b>M</b>	<p>Heat map logged by staff to record and respond to heat produced from softfall and garden tyres</p> <p>Staff to hose down softfall and garden tyres if temperature exceeds 50 degrees</p> <p>Misting water system in garden area to reduce high temperatures of softfall and garden tyres</p> <p>Sunscreen and shading available for visitors in Discovery Gardens</p> <p>Discovery Space signage indicates 'Shoes on at ALL times' including in the Discovery Gardens</p>	<b>L</b>
Drowning in creek or water baths in Discovery Gardens	<b>M</b>	<p>Water level in creek and water baths kept below recommended 300mm</p> <p>Water level of creek measured daily and if above 300mm lowered by clearing leaf litter build up, adding extra rocks to reduce depth of water and/or turning off pump.</p> <p>Weekly maintenance of creek bed and creek filters conducted.</p>	<b>L</b>
Burns from boiling water and hot drinks	<b>M</b>	<p>Signage indicating 'Caution – boiling water' above sinks in party rooms</p> <p>Safety lock for boiling water on taps at all times</p> <p>Staff induct external groups and birthday party guests on how to use taps safely</p> <p>Water thermostats maintenance monitored on scheduled basis by UOW Facility Management Division</p> <p>Signage at front of ESDS indicates 'Food and drink outside only'</p>	<b>L</b>
Exposure to electrical shock	<b>M</b>	<p>Child safe caps placed on power outlets not in use</p> <p>Discovery Space staff conduct daily walks of space and replace missing safe caps on</p>	<b>L</b>

		<p>power outlets.</p> <p>Electrical equipment tagged and tested on scheduled basis</p>	
Slips and trips	<b>M</b>	<p>Signage at front of ESDS indicates 'return items where they belong' and 'shoes must be worn at all times'</p> <p>Visitors to walk and not run in all areas of the Discovery Space</p> <p>Regular walks of Discovery Space conducted by staff putting away abandoned props and reminding visitors to pack up after themselves and others</p> <p>Handrails located next to staircase</p> <p>Uneven flooring areas highlighted with high-vis tape including the Shipyard and Construction Site</p> <p>Area underneath Shipyard ladder identified with high-vis tape to help alert children to remove items at the bottom of the ladder and ensure area remains clear</p> <p>Non-slip material used on vinyl flooring where possible</p> <p>Children instructed not to run inside Tummy Tour</p> <p>Procedures in place for responding to spills and unsafe environments</p>	<b>L</b>
Falls	<b>M</b>	<p>Regular walks of Discovery Space conducted by staff advising visitors not to climb on experience equipment including tables and chairs</p> <p>Signage in locations where likelihood of climbing is increased ie. Construction Site and Train</p> <p>Staff provide instruction on how to climb up and down the Shipyard ladder during school and birthday party briefings and interactions with visitors</p> <p>Parents to supervise children at play when climbing up and down the Shipyard ladder</p> <p>Softfall and cushioned surfacing in Discovery Gardens to reduce impact of fall from sandstone platform</p> <p>Underlay installed under vinyl flooring at Crawlers' Beach to provide impact attenuation</p> <p>Wooden lip placed around edges of Crawler's Beach jetty to deter further exploration past point and perspex barriers placed around one half of jetty edge to</p>	<b>L</b>



		<p>reduce incidence of falling</p> <p>Chairs/stools available for guests are below the recommended 500mm height</p>	
Choking hazards	<b>H/M</b>	<p>Props in Discovery Space are larger than 20c piece, apart from LEGO bricks inside Bricks &amp; Clicks experience</p> <p>Signage in Bricks &amp; Clicks indicated, 'Warning: Small parts may be choking hazards. Children must be supervised at all times' and 'Keep all blocks inside this room to avoid choking hazards elsewhere in the Discovery Space'</p> <p>Bricks &amp; Clicks pool gate at adult height to prevent children entering space unaccompanied</p> <p>Cords attached to props ie. musical instruments and cash register scanners, monitored by staff on regular walks of Discovery Space</p> <p>Flowers in Market Place have petals/leaves that are glued making them significantly harder to remove</p> <p>Parents to supervise children at play to avoid choking hazards ie. chewed foam bricks in Construction Site</p>	<b>L</b>
Finger jamming	<b>M</b>	<p>Soft closing toy box stay included in design of CreARTivity cabinets to decelerate closing action</p> <p>Cash register draw in Market Place permanently unlocked (will not completely close)</p> <p>Regular walks of Discovery Space conducted by staff advising visitors not to slam doors ie. toilet doors, party room doors and The Dig experience door</p> <p>Barriers placed on sides of glass doors at Discovery Gardens and Exit doors to prevent hand crushing</p>	<b>L</b>
Rough Play	<b>L</b>	<p>Regular walks of Discovery Space conducted by staff reminding children of safe play behaviour eg. no throwing, no pushing</p>	<b>L</b>
Muscular distress from lifting and carrying items	<b>M</b>	<p>Having weighted cargo bags labelled to indicate light, medium and heavy items in the Shipyard</p> <p>Suggest using team work and cooperation to move heavy items in the Shipyard</p> <p>Having trolley/carts on hand for kids to manoeuvre items in the Shipyard</p>	<b>L</b>



Running	<b>M</b>	Briefing conducted with groups ie. school and birthday parties, reminding guests of the rules including “no running in the Discovery Space” Regular walks of Discovery Space conducted by staff advising visitors no running in the Discovery Space	<b>L</b>
Bumps	<b>M</b>	Signage placed at Tummy Tour indicating ‘Entry’ and ‘Exit’ Staff provide instructions on how to enter/exit Tummy Tour during school, birthday party briefings and interaction with visitors Barrier placed around rear of Tummy Tour to indicate children only exit through this area Soft corner cushions on CreARTivity tables Regular walks of Discovery Space conducted by staff Submarine periscope base in Crawlers’ Beach made visible by coloured stripping to reduce incidence of bumping head Signage at entrance of Cave cautioning visitors to ‘mind your head’	<b>L</b>
Cuts	<b>M</b>	Child safe scissors available in CreARTivity Sharp instruments ie. clay tools only available in CreARTivity when staff or volunteer present Staff provide instruction to birthday party parents/careers on cutlery use ie. knives to be kept away from children	<b>L</b>



Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk					
<p>What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.</p> <p style="text-align: center;"><b>CONSEQUENCES</b></p>		<p>What is the likelihood of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.</p> <p style="text-align: center;"><b>LIKELIHOOD</b></p>		<p>1. Take step 1 rating and select the correct column</p> <p>2. Take Step 2 rating and select the correct line</p> <p>3. Circle the risk score where the two ratings cross on the matrix below</p> <p style="text-align: center;">H = High, M = Medium, L = Low</p> 					
Consequence	Description	Likelihood	Description		<b>CONSEQUENCES</b>				
					Minor	Moderate	Major	Severe	
Severe	Death or extensive injuries	Almost Certain	Is expected to occur in most circumstances	<b>LIKELIHOOD</b>	Almost Certain	M	M	H	H
Major	Medical treatment	Likely	Will probably occur in most circumstances		Likely	L	M	H	H
Moderate	First aid treatment	Possible	May occur at some time		Possible	L	L	M	H
Minor	Injury report, no treatment	Unlikely	May occur, but probably never will		Unlikely	L	L	M	M