

AN EXCURSION TO SEA LIFE SYDNEY AQUARIUM

Background information for Teachers making Risk Assessments



The following information provides background information for teachers planning a school excursion to SEA LIFE Sydney Aquarium. This information will assist teachers to prepare a RISK ASSESSMENT PLAN for their excursion. For more information contact reservations on PH: (02) 8251 7800

SEA LIFE SYDNEY AQUARIUM INFO

Arrival and Departure

Schools should plan to arrive at least 15 minutes before the allocated entry period. This will allow time for ticket collection, to have a quick food break and to use the bathrooms prior to entry.

Group entry to SEA LIFE Sydney Aquarium is staggered to avoid congestion in the Exhibit Area and to satisfy capacity regulations.

Groups exit the Aquarium and assemble outside. In the interests of public safety, groups are not permitted to gather in the foyer or any of the exhibit areas.

Access to the Aquarium

Entry and exit to the Aquarium is via the front doors. Exhibits are on one level, and a series of ramps gives access to underwater viewing opportunities.

Students are advised to walk at all times, to not block corridors, and to use the ramps in a safe and responsible manner.

AQUARIUM FACILITIES

Exhibit Area

SEA LIFE Sydney Aquarium is a major tourist attraction with over 1.3 million visitors per year. Over 11,000 animals are exhibited in enclosed and open tanks/spaces.

A mixture of the general public, primary and secondary students will be in the Aquarium at most times. Visitors are requested, as much as possible, to move through the Aquarium in a one way direction to assist with crowd control and traffic flow.

The Discovery Pool is attended by Aquarium staff from 9am - 7:30pm every day.

Cafe and Retail Sales

Teachers/adults must supervise children in the gift shop. Special school packs are available to purchase, which can be pre-ordered at the time of booking, or 48 hours in advance. Otherwise children can purchase from the gift shop at regular retail prices.

A cafe/restaurant is located in the foyer, along with a seating area which is for customers, who have made purchases from our food outlets, only. A discounted schools menu is available, but must be pre-ordered at the time of booking. If permitted by teachers, students may buy items from the cafe/restaurant.

	All visitors exit through the licensed restaurant which is wholly owned and operated by SEA LIFE Sydney Aquarium, and strictly adheres to all legislation related to licensed premises.
Toilets	Toilets are located in the foyer near the entry doors and within the attraction, at the entrance to the Great Barrier Reef exhibit. Toilets for the disabled are located mid-attraction and within the Gift Shop.
Disabled Access	The Aquarium is fully wheelchair accessible.

OCCUPATIONAL HEALTH & SAFETY ISSUES

Fire Exits and Evacuation	The Aquarium has clearly marked Fire Exits in all public areas, and complies with Fire Control regulations. Duty Managers have been formally trained in emergency evacuation procedures.
First Aid	A First Aid Kit is located at the admissions department and between 8am and 9pm there are formally trained First Aid officers on site. For First Aid assistance please notify a staff member.

CHILD PROTECTION ACT AND WORKING WITH CHILDREN CHECKS

Supervision Levels	Supervision of students in the Aquarium is wholly the responsibility of the teachers/carers. Varied supervision levels are available, which will be advised at the time of booking. It should be noted that the Aquarium is a busy public building and students need direct supervision at all times, including within the toilets.
Working with Children Checks	SEA LIFE Sydney Aquarium staff are responsible for the following duties: Admission procedures, meet and greet procedures, cafe and gift shop sales and Discovery Pool supervision. At all times, teachers/carers are the direct supervisors of students at the Aquarium. The Child Protection Act legislation does not consider SEA LIFE Sydney Aquarium as a provider of specific services to children and it therefore not necessary for SEA LIFE Sydney Aquarium staff to have Working with Children checks. This information has been verified by the NSW Department of Education and Training. <i>Government school teachers who have questions about our excursion policy should contact the Operation Co-ordinator, Schools at DET on (02) 9561 8514.</i>

PUBLIC LIABILITY INSURANCE

Insurance cover	SEA LIFE Sydney Aquarium has the appropriate Public Liability Insurance in place to cover injury and damage. A copy of a Certificate of Currency of Insurance can be supplied on request.
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PERSONAL BELONGINGS

In the Exhibit Area

During your visit it is strongly advised for teachers and students to keep their belongings with them or leave them on the bus. For security reasons SEA LIFE Sydney Aquarium does not have lockers or storage for backpacks.

SEA LIFE Sydney Aquarium takes no responsibility for lost items.

Lost property

Any items found in the Aquarium are placed in Lost Property, located at the Admissions Desk. As schools groups tend to lose many items, students should be encouraged to be responsible for their own belongings.

STUDENT CODE OF CONDUCT

Student behaviour

Students should be aware that there will be both other schools and general public in the Aquarium during their visit. Therefore we ask that teachers outline the following Code of Conduct and monitor student behaviour on the day.

Students should:

- behave in a courteous and responsible manner at all times
- behave safely and walk, not run inside the Aquarium
- refrain from throwing any items into open tanks
- refrain from putting their hands into open tanks, apart from the Discovery Pool
- place all rubbish in the bins provided
- respect the animals and at the Discovery Pool, follow the instructions of the attendant

SEA LIFE Sydney Aquarium reserves the right to remove any students from the Aquarium if their behaviour is disruptive or dangerous. A teacher will be required to supervise such students outside the building.

We expect teachers to ensure that this Code of Conduct is adhered to.

This document was developed in consultation with the NSW Department of Education and Training school excursion policy. Teachers making **RISK ASSESSMENTS** as part of their School Excursion Planning should note that SEA LIFE Sydney Aquarium **cannot make this assessment for you**. Teachers must make their own risk assessment based on the information provided.

Please contact SEA LIFE Sydney Aquarium reservations on (02) 8251 7800 if you have any questions.