

<b>Venue Name</b>	<b>Australian Space Discovery Centre (Discovery Centre)</b>
<b>Location</b>	Ground Floor, McEwin Building, Lot Fourteen, Adelaide SA 5000
<b>Phone Number</b>	(08) 8432 1400
<b>Web Address</b>	discover.space.gov.au
<b>Insurance</b>	<p>Australian Space Discovery Centre maintains up-to-date public liability cover.</p> <p>See <a href="https://www.industry.gov.au/australian-space-discovery-centre/visit">https://www.industry.gov.au/australian-space-discovery-centre/visit</a> for copies of the Australian Space Discovery Centre Liability and Property Insurances.</p>
<b>Agency Safety Policy</b>	<p>The Discovery Centre has a Work Health &amp; Safety Policy recognising its responsibility an obligations, as outlined in the 'Work Health Safety Act 2011', to create and maintain a safe and healthy environment for all workers and other persons on site.</p>

<p><b>COVID – Safe</b></p>	<p><b>To help make this a safe experience, we have implemented COVID-19 safety measures including:</b></p> <ul style="list-style-type: none"> <li>• Limited numbers of people who can attend each session</li> <li>• Keeping School Groups separate from other visiting groups through timed, ticketed sessions</li> <li>• Physical distancing - floor markers and other signage is in place</li> <li>• Hand sanitiser stations located throughout the building</li> <li>• Safety signage to indicate how to interact with Discovery Centre exhibits</li> <li>• Regular and additional cleaning procedures</li> <li>• Separate entry and exit doors and one-way movement encouraged throughout the building</li> </ul> <p><b>How you can help:</b></p> <p>Follow directions from our staff and as shown on our safety signage</p> <p>Ensure you maintain a distance of at least 1.5m from other people, in line with physical distancing guidelines</p> <p>Practice good hygiene. Wash your hands well with soap and water. Hand sanitising stations are found throughout the centre, and adjacent to every interactive in the Space Gallery.</p> <p><b>If you have been advised to self-isolate, if you are unwell and/or if you have been to any of the current COVID-19 affected locations, within 14 days of your planned visit, you must not visit the Discovery Centre.</b></p>
<p><b>Local Climate</b></p>	<p>Summer in Adelaide can be hot, temperatures in the high 30°C's are quite common with some days even exceeding 40°C. UV radiation can be high, please ensure you have adequate sun protection and hydration when outside during the day.</p> <p>Winter in Adelaide, while usually sunny and clear can be cold with temperatures ranging from 8°C to 15°C. Please come prepared with adequate clothing and footwear for cold temperatures.</p>
<p><b>Working With Children Checks</b></p>	<p>It is a condition of employment at the Discovery that all staff have a Working With Children Check (WWCC) clearance. All staff and volunteers undergo a police check before commencing work at the Discovery Centre.</p>



<p><b>Emergencies</b></p>	<p>Emergency alert and evacuation tone systems are in place across the Discovery Centre and are tested monthly. In case of an emergency, trained Wardens will advise and direct all visitors on appropriate actions. This includes coordination of ambulance attendance at the ASDC.</p>
<p><b>Incident Reporting and First Aid</b></p>	<p>The ASDC is committed to providing and maintaining a safe environment for visitors to the centre. A formalised incident reporting process is in place and visitors are encouraged to report incidents, injuries and/or 'near misses' to identify and access potential hazards. If an injury or 'near miss' occurs please report it to staff as soon as is safely possible.</p> <p>First Aid kits are readily accessible to staff and onsite first aid officers at the Career and Information Hub. Automated External Defibrillators (AEDs) are located at the Career and Information Hub, and also within the reception area. The Centre Manager and MSS security guards act in the role of First Aid Officer, and if needed the Carers room can be used for first aid purposes with visitors. The carers room is adjacent to the Endeavour Room.</p>
<p><b>Access</b></p>	<p>The Discovery Centre is a wheelchair-friendly venue. Accessible toilets are available. <i>Please contact the Discovery Centre for specific information.</i></p> <p>One (1) wheelchair is available for use throughout the centre. A form of photo identification must be presented to staff to access a wheelchair.</p> <p>The on-site Lot Fourteen Wilson car park contains twelve (12) accessible parking spots, and is approximately 300m from the Australian Space Discovery Centre.</p>
<p><b>Food and Drinks</b></p>	<p>Food cannot be consumed within the Discovery Centre. Please leave all food and drinks on the bus. There is a café adjacent to the Discovery Centre called <i>Community</i>.</p> <p>There are no spaces in the Discovery Centre that are suitable for groups to consume food, however the surrounding Lot Fourteen area, or the adjacent Botanical Gardens provide suitable outdoor eating areas.</p>

<b>Photography and Filming</b>	School bookings will have exclusive use of the Discovery Centre spaces while they are on site. In the event that your school or group is visiting for a special event, we will communicate early and seek consent for any on-site photography or filming that will occur.
<b>Duty of Care and Student Behaviour</b>	<p>All visitors to the Discovery Centre have a shared responsibility for their own safety and the safety of others. In accordance with the Work Health and Safety Act 2011, visitors are to:</p> <ul style="list-style-type: none"> <li>• take reasonable care of their own health and safety;</li> <li>• take reasonable care to ensure they do not adversely affect the safety of others; and</li> <li>• comply with all instructions given by Discovery Centre staff so far as they are reasonably able to.</li> </ul> <p>Duty of care requires that all students, and children, are to be accompanied by a teacher or responsible adult associated with the group at all times whilst at the Discovery Centre. Please bring sufficient staff and/or adults to ensure this is possible. All teachers and adults accompanying the school or group are responsible for the behaviour of children in their care, and are to ensure that behaviour is respectful to other visitors, Discovery Centre staff and the exhibits and facilities.</p> <p>At the time of booking, schools are advised that the minimum ratio is one accompanying adult to fifteen students.</p>
<b>Student to Supervisor Ratio</b>	<p>15:1</p> <p>These are recommended supervisor ratios. Additional supervisors are welcomed, but in some instances may be asked to sit out on certain activities to comply with COVID-safe room capacities.</p>
<b>Facilities</b>	Toilets, including ambulant and accessible facilities, are available within the Discovery Centre.
<b>Construction/Maintenance/Repair</b>	Licensed personnel are used for all construction, maintenance and repair work at the Discovery Centre. Unless in cases of emergency, all works will be scheduled outside of regular business hours.

<p><b>Other Requirements</b></p>	<p>All visitors are required to wear footwear whilst in the centre. Students and staff are advised to wear flat, no slip footwear to enable ease of movement across all floor surfaces.</p> <p>During winter months outdoor temperatures can be as low as 8 degrees in the morning and days not get above 16 degrees. While the Discovery Centre is temperature controlled, visitors are recommended to ensure appropriate warm clothing is worn.</p> <p>During summer months it is recommended students and staff wear sun protection as UV radiation.</p> <p>Students are requested not to bring bags or back packs into the Discovery Centre. There are limited storage facilities for bags and any bags left are left at the responsibility of the student and/or teacher.</p> <p>Students are requested to respect the safety of other visitors and, we expect a teacher or supervising adult to always remain with their group.</p>
<p><b>Equipment</b></p>	<p><i>All equipment at the venue is maintained in accordance with WHS Regulations, appropriate standards and codes of practice.</i></p>



## Australian Space Discovery Centre School Excursion Risk Assessment

Activity/Program/ Gallery	Recommended age group/fitness level/prerequisite skills	Staff Accreditation/ competence for this activity	Potential Risks Hazards and risks relating to each activity, program, gallery and the venue	Control Strategies Strategies for ensuring visitor safety for this potential risk
<b>General Activities at the ASDC</b>	All ages	Trained Staff and Presenters	Low Risk: Injury sustained on the ASDC site requiring first aid or emergency response support	<p><b><i>In all areas of the Discovery Centre, Duty of Care lies with the teachers or responsible adult associated with the school. Students must be accompanied by a teacher or responsible adult associated with the school at all times.</i></b></p> <ul style="list-style-type: none"> <li>• Active teacher/carer/parent supervision required</li> <li>• Trained staff actively monitor gallery space and exhibits</li> <li>• Clear visual instructions are present for visitors throughout the Space Gallery</li> <li>• Facilities maintenance and prevention programs, including exhibits, are scheduled and implemented to identify hazards and controls to provide a safe centre</li> <li>• Incident reporting processes are in place to report all incidents/accidents and hazards and first aid at the ASDC</li> <li>• Security staff monitor the ASDC 24 hours a day, 7 days a week, with an on-site, first-aid trained Security Officer during operating hours</li> <li>• Trained Discovery Centre staff coordinate security and emergency response at the Discovery Centre</li> <li>• All and staff are trained in emergency evacuation procedures</li> <li>• First Aid kits, and AEDs are located in the Career Hub and Reception areas.</li> </ul>
<b>Space Gallery</b>	All ages	Trained staff and presenters	Low risk	<ul style="list-style-type: none"> <li>• Active teacher/carer/parent supervision required while students are in the Space Gallery</li> <li>• Trained staff actively monitor gallery space</li> <li>• Clear visual instructions for visitors</li> </ul>



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