

All individual visitors to the Discovery Space must comply with the Early Start Discovery Space [Ticketing and Entry Terms and Conditions & Privacy Notice](#). The following information is designed to support school and/or other groups attending the Discovery Space when conducting their own risk assessments or processes relevant to their organisation.

1. Access

1. All our experiences have been designed in such a way to be accessible by all. Wheelchair, pram and stroller access is available throughout the Early Start Discovery Space; ramp access to the front door, lift access to the upstairs experiences and accessible toilets on the ground floor.
2. 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.
3. Separate toilets for wheelchair access and adult female and male toilets are also available

2. Transport

1. Groups coming by chartered bus can utilise the bus bay located directly outside the Discovery Space entrance on Ring Road. This is the safest and most convenient drop off and pick up location for groups.
2. All buses must enter via the Eastern Entrance (Corner of Irvine and Northfields Avenue) and follow the Ring Road to the entrance of the Discovery Space (on your left). See the Directional Map for details.
3. Access to the bus bay is for passenger drop-off and pick-up only. Parking is not available for buses on site

3. Arrival

1. Groups should plan to arrive 15 mins early to ensure their activity starts on time and without delay. If you are running behind and may be late, please ring (02) 4221 3777 to advise staff.
2. A group representative is required to meet Discovery Space staff at the front desk to confirm the groups arrival and process payment if applicable (if not arranged prior). A staff member will then greet the group and complete a briefing.
3. During the briefing, the group will be welcomed by a staff member and given an orientation of the space, including safety briefing and responsibilities.
4. If relevant, please supervise students/children 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.

4. Safety Procedures

1. The 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:
 - a. Australian and New Zealand Standard AS/NZS 4486.1:1997
 - b. Australian and New Zealand Standard AS/NZS 4422:1996
 - c. Australian Standard AS 4685:2014
2. 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.

5. Child related and Supervision Services

1. Discovery Space staff will welcome the group on site, and will accompany the group when required throughout the visit. Educators will be present throughout the Discovery Space to assist visitors and maintain a safe environment for all. It is important to note:
 - a. All employees, and volunteers, working in the Discovery Space undergo a Working with Children Check with the NSW Government as part of the recruitment process before commencing any work.

- b. No unaccompanied adult may enter the space – just as no unaccompanied child can enter the space.
- c. All children under the age of 12 must be accompanied by an adult (18+) at all times.
- d. On booking, schools/groups are advised that the minimum ratio of children to adults based on school group. Please also advise our staff of any special needs prior to your visit or inform your staff during the briefing.
- e. Child 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/s to supervise their child/ren.

6. Experiences/Encounters

1. All of our experiences accommodate all age and fitness levels and do not require any prerequisite skill to participate. We recommend children aged 6 months to 10 years will benefit the most from our experiences and venue.
2. Trained Discovery Educators and Volunteers are nearby to help facilitate play and answer any questions or concerns. The risk of injury has been minimised by:
 - a. safety being of high importance in the design and building of the Experiences and Encounters
 - b. ensuring all electrical switches are covered and safe
 - c. wherever practicable having non-slip floor to reduce/minimise the risk of slips and falls, including handrails on stairs in the venue
 - d. Every experience has its own risk assessment.

7. Other Services

1. **Café**
 - a. The café is completely separate from Discovery Space management. It is managed according to public health regulations and have their own Public Liability and work cover. This is a public café. Visitors (excluding school and non-school groups) have the option of utilising the onsite café or bringing their own lunch and snacks. 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.
2. **Sun Safety**
 - a. We advise visitors to bring hats for use when using Discovery Gardens or the Circle Garden.
3. **Elevator**
 - a. 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
4. **Lockers**
 - a. We have large trolley storage for **School Group Bookings only**.
 - b. Other lockers are available free of charge for visitors/other groups to store their belongings.
5. **Clothing**
 - a. Soft soled, enclosed shoes are recommended for all visitors entering the ESDS.
6. **Lost Property**
 - a. All lost property will be collected at the front desk and sent onto UOW Security

8. Public Safety, WHS and First Aid

1. 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:
 - a. take reasonable care of their own health and safety;
 - b. take reasonable care to ensure they do not adversely affect the safety of others; and
 - c. comply with all instructions given by Discovery Space staff as far as they are reasonably able to.
2. We have trained First Aid officers on site. Please report to a staff member if First Aid is required.

9. Risk Management Plan

The information below has been collated to present the potential trends in risks as well as control strategies for the Discovery Space to inform the schools own risk assessment for their excursion.

| 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 | <ul style="list-style-type: none"> ESDS Emergency Response Procedure Manual developed, staff trained in emergency responses and implemented in practice Unaccompanied visitors to the space will be given induction on emergency procedures by staff 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 briefed in dealing with exposure to bodily fluids during induction | L |

Early Start Discovery Space
Venue Safety & Risk Management Summary



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| Exposure to chemicals (including cleaning products and art supplies) | M | <ul style="list-style-type: none"> • All cleaning products locked in areas visitors cannot access • All cleaning products used on site have SDS stored on ChemAlert • Staff have access to ChemAlert • External groups who use Early Start rooms are supplied with household grade cleaning products • Where possible, non-toxic products used. SDS sheets used for any other materials • SDS for new chemical products for programs and/or experiences placed on ChemAlert before use • Staff can access information stored on ChemAlert | L |
| Exposure to pests including insects and spiders | M | <ul style="list-style-type: none"> • Routine pest control spray of facility. Spray included in facility maintenance calendar. • Nominated staff First Aid trained | L |
| Exposure to high temperatures in Discovery Gardens | M | <ul style="list-style-type: none"> • Heat map logged by staff to record and respond to heat produced from softfall and garden tyres during November-March • Staff to hose down softfall and garden tyres if temperature exceeds 50 degrees • Mistig water system in garden area to reduce high temperatures of softfall and garden tyres • Shading available for visitors in Discovery Gardens • Discovery Space signage indicates 'Shoes on at ALL times' including in the Discovery Gardens | L |
| Drowning in creek or water baths in Discovery Gardens | M | <ul style="list-style-type: none"> • Water level in creek and water baths kept below recommended 300mm • 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. • Weekly maintenance of creek bed and creek filters conducted. • Water in Slate Wall water bath to be kept below 300mm. Water bath also has attached lid which reduces drowning hazard risk. | L |
| Burns from boiling water and hot drinks | M | <ul style="list-style-type: none"> • Boiling water not available in the Discovery Space rooms. • Staff induct external groups guests on how to use taps safely. • Water thermostats maintenance monitored on scheduled basis by UOW Facility Management Division • Signage at front of ESDS indicates 'Food and drink outside only' | L |

**Early Start Discovery Space
Venue Safety & Risk Management Summary**



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| Exposure to electrical shock | M | <ul style="list-style-type: none"> • Child safe caps placed on power outlets not in use • Discovery Space staff conduct daily walks of space and replace missing safe caps on power outlets. • Electrical equipment tagged and tested on scheduled basis | L |
| Slips and trips | M | <ul style="list-style-type: none"> • Signage at front of ESDS indicates 'return items where they belong' and 'shoes must be worn at all times' • Visitors to walk and not run in all areas of the Discovery Space • Regular walks of Discovery Space conducted by staff putting away abandoned props and reminding visitors to pack up after themselves and others • Handrails located next to staircase • Uneven flooring areas highlighted with high-vis tape including the Shipyard and Construction Site • 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 • Non-slip material used on vinyl flooring where possible • Procedures in place for responding to spills and unsafe environments | L |
| Falls | M | <ul style="list-style-type: none"> • Regular walks of Discovery Space conducted by staff advising visitors not to climb on experience equipment including tables and chairs • Signage in locations where likelihood of climbing is increased ie. Construction Site and Train • Experiences and furniture designed with the Australian Standard fall zone of 600mm in place. • Parents to supervise children at play • Softfall and cushioned surfacing in Discovery Gardens to reduce impact of fall • Underlay installed under vinyl flooring at Crawlers' Beach to provide impact attenuation • Perspex barriers placed around one half of Crawler's Beach jetty edge to reduce incidence of falling | L |
| Choking hazards | | <ul style="list-style-type: none"> • Props in Discovery Space are larger than 20c piece, apart from LEGO bricks | |

Early Start Discovery Space
Venue Safety & Risk Management Summary



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| | H/M | <p>inside Bricks & Clicks experience</p> <ul style="list-style-type: none"> • Signage in Bricks & 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' • Bricks & Clicks pool gate at adult height to prevent children entering space unaccompanied • Cords attached to props ie. musical instruments and cash register scanners, monitored by staff on regular walks of Discovery Space • Parents to supervise children at play to avoid choking hazards ie. chewed foam bricks in Construction Site | L |
| Finger jamming | M | <ul style="list-style-type: none"> • Soft closing toy box stay included in design of CreARTivity cabinets to decelerate closing action • Cash register draw in Market Place permanently unlocked (will not completely close) • Regular walks of Discovery Space conducted by staff • Barriers placed on sides of glass doors at Discovery Gardens and Exit doors to minimise hand crushing | L |
| Rough Play | L | <ul style="list-style-type: none"> • Regular walks of Discovery Space conducted by staff reminding children of safe play behaviour eg. no throwing, no pushing | L |
| Moving around the Discovery Space | M | <ul style="list-style-type: none"> • Briefing conducted with groups ie. school, reminding guests of the importance of moving safely through the space by walking • Regular walks of Discovery Space conducted by staff advising visitors of importance of walking through space | L |
| Bumps | M | <ul style="list-style-type: none"> • 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' | L |
| Cuts | M | <ul style="list-style-type: none"> • Child safe scissors available in CreARTivity • Sharp instruments ie. clay tools only available in CreARTivity when staff or volunteer present • Staff provide instruction to any groups on cutlery use ie. knives to be kept away from children | L |