

## INFORMATION FOR GROUPS MAKING RISK ASSESSMENT PLANS



### **Venue Information**

#### **Location**

University of Western Sydney, Great Western Highway, Werrington North (Building AO)

#### **Arrival**

Groups should plan to arrive 15 minutes prior to their session. We recommend that someone carries a mobile phone to inform the observatory if they are delayed. Phone (02) 96787338.

#### **Access to UWS Observatory**

Parking is not permitted at the observatory. Park your car/bus in the upper car park and walk 200 metres to UWS Observatory. The only visitors allowed to park at the dome are those who have a medical condition or the guest speaker who may have equipment to carry to the observatory.

#### **Lost Property**

Any items found at the Observatory are given to Roslyn McCourt who may be contacted on 47360135.

#### **Fire exits & evacuation**

The observatory has clearly marked exits. Observatory guides have been formally trained in emergency evacuation procedures.

#### **First Aid**

A first aid box is located in the kitchen area in the Observatory.

#### **Refreshments**

No food is sold at the observatory. Free tea, coffee and milk are available to groups.

#### **Toilets**

Toilets are located in the entry foyer area. A toilet for students with a disability is located in the same area.

#### **Seating**

Individual seating are not allocated to audience members

## **SUPERVISION**

### **Supervision Levels**

There must be one adult per 20 children. It is the adult's responsibility to control all children's behaviour.

### **Working with children**

UWS Observatory staff engaged in child-related employment is screened to cover the requirements of the Child Protection Policy.