



LIGHT, MUSIC & IDEAS

VIVID SCHOOL

RISK MANAGEMENT INFORMATION

TO ASSIST TEACHERS WITH PLANNING

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Destination
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Vivid School Partners



INTERNATIONAL
CONVENTION
CENTRE



The following information is designed to assist schools attending an event at ICC Sydney in preparing a risk assessment and risk management plan. Independent advice should also be sought by each school as per their procedures.

EVENT	
Event Name	Vivid Sydney — Vivid School 2020

EVENT ORGANISER DETAILS	
Event Organiser	Destination NSW
Event Organiser Address	Level 2, 88 Cumberland Street, The Rocks, NSW, 2000
Event Organiser Website	www.destinationnsw.com.au
Event Organiser Phone Number	02 9931 1111
Insurance	Public Liability for an amount of \$100,000,000

EVENT DETAILS	
Event Location / Venue	International Convention Centre, Sydney
Event Location / Venue Address	14 Darling Drive, Sydney NSW 2000
Event Location / Venue Website	www.iccsydney.com.au
Event Website	www.vividsydney.com/school

Please note that the information provided throughout this document is current as of 20 January 2020. It has been provided to assist teachers in their risk management planning for Vivid School. For further queries please go to vividsydney.com/contact-us

ACTIVITY / PROGRAM	RECOMMENDED AGE GROUP	STAFF ACCREDITATION	POTENTIAL RISKS	CONTROL STRATEGIES
ARRIVAL AND DEPARTURE	School Years 7-12	Teachers / Carers	Late arrival	All schools should ensure that adequate travel time is factored in to departure times from school. Schools should plan to arrive at the ICC Sydney no later than 30 minutes prior to their scheduled session.
			Slips, trips and falls	Teachers and students are advised to follow instructions from ICC Sydney staff upon arrival and use handrails on stairs, escalators or rough surfaces as required. Teachers should advise students not to run during their visit as surfaces may be rough, uneven or wet. Students should always follow the instructions of ICC Sydney staff while in the venue.
			Parking / Public Transport	Teachers and any accompanying adults are responsible for supervising students when travelling via public transport or while within the ICC Sydney car parking areas. Teachers and students should use the exit to Tumbalong Park when exiting the ICC Sydney car park to avoid high traffic on Darling Drive. Details of transport options are as follows: www.iccsydney.com.au/Getting-to-ICC-Sydney
			Road / Traffic Incidents	Teachers and any accompanying adults are responsible for supervising students when crossing roads and while getting on/off buses or public transport. Supervision is essential and critical on the ICC Sydney forecourt due to the volume of traffic entering the Sofitel Hotel and ICC Sydney generally from Darling Drive.
MEDICAL	School Years 7-12	Teachers / Carers	Medical emergency e.g. asthma attack; allergy	Teachers and any accompanying adults are responsible for the safety of students while attending this event in regards to known/unknown medical conditions.
				Teachers are advised to ensure that students travel with relevant medical aids.
				In the event of a medical emergency please advise ICC Sydney staff who will provide first aid or escalate to emergency services if required.

ACTIVITY / PROGRAM	RECOMMENDED AGE GROUP	STAFF ACCREDITATION	POTENTIAL RISKS	CONTROL STRATEGIES
CLOAKING	School Years 7-12	ICC Sydney trained staff	Lost or stolen property	Students and accompanying adults should place any loose items inside their bags and keep them with them at all times. We recommend bringing small bags.
				Cloaking is available for large items. All care is taken, however no responsibility will be taken by the ICC Sydney or Destination NSW if student belongings are lost or misplaced.
				Teachers are advised to communicate to students that no valuables are to be brought with them to Vivid School.
				Teachers and/or students should report any lost property to ICC Sydney staff.
				Teachers are advised to visit www.iccsydney.com.au/Venue-Information to familiarise themselves with the venue "Conditions of Entry" and other relevant venue information.
LOST / MISSING PERSON	School Years 7-12	Teachers / Carers	Lost / Missing Student / Child	Teachers should perform regular head counts to ensure all students are present. Teachers are advised to communicate with students to contact ICC Sydney staff should they become lost and advise they are attending Vivid School. ICC Sydney staff can be easily identified by their uniform. It is recommended that students have teachers' contact details clearly marked on a badge or lanyard.
				Any missing or found child/student must be reported to an ICC Sydney and Destination NSW team member immediately. ICC Sydney team members are on radio communication and can cover large areas in a short amount of time.
				Please be as detailed as possible when reporting a missing or found child/student. The more information you can provide, the quicker the process of recovering a missing or reuniting child/student. As a minimum, where possible, please provide their name, age, build, hair colour, any obvious identifying features and the last known location of the child/student.

ACTIVITY / PROGRAM	RECOMMENDED AGE GROUP	STAFF ACCREDITATION	POTENTIAL RISKS	CONTROL STRATEGIES
INCIDENTS	School Years 7-12	Teachers / Carers	Incident reporting	Any child/student, teacher or carer involved in an incident at ICC Sydney should report it immediately to an ICC Sydney and Destination NSW team member. ICC Sydney may request personal information for internal reporting processes. This information is kept confidential at all times.
PRESENTATIONS	School Years 7-12	Teachers / Carers	Poor behaviour	Students must follow instructions from ICC Sydney or Destination NSW staff. Teachers are advised to communicate to students the importance of respectful behaviour during the presentations.
PHOTOGRAPHY / FILMING PERMISSION	Years 7-12	Teachers / Carers	Filming and photography of students, teachers and carers for media without parental approval/ approval (as required).	<p>Vivid School may attract media attendance and coverage to promote the innovation and reach of this iconic Australian event.</p> <p>Destination NSW may elect to film or photograph during the Vivid School program.</p> <p>Please request photography/filming waiver from parents as follows: <i>"I, as parent or guardian, provide approval for my child to be filmed and photographed as part of Vivid School. Such photographs and footage will be used on the following basis: for the marketing and promotion of Vivid School by Destination NSW and its approved third parties, worldwide, royalty free, in perpetuity with the right to edit."</i></p> <p>If you have students who cannot be filmed or photographed during the Vivid School program, please ensure you inform Vivid Sydney prior to the event by emailing vivid.school@dns.w.com.au and making yourself known at the registration desk on the day, so we can assist you in managing this.</p>

ACTIVITY / PROGRAM	RECOMMENDED AGE GROUP	STAFF ACCREDITATION	POTENTIAL RISKS	CONTROL STRATEGIES
BREAK / PLAY PERIODS / OUTSIDE PLAY AREAS	Years 7-12	Teachers / Carers	Injuries from trips, falls, climbing on play equipment, water play area, sharp objects	<p>Teachers and any accompanying adults are responsible for supervising students during any breaks / play periods or when utilising outside play areas. Teachers are advised that the Cockle Bay / Tumbalong Park areas include large bodies of water and climbing play areas that could pose risks to students if not adequately supervised.</p> <p>Students should keep to walking paths provided and should be reminded to:</p> <ul style="list-style-type: none"> - Walk, not run - Remain behind safety fencing, especially near Cockle Bay - Not enter areas marked as "dangerous" or "do not enter" - Not touch electrical equipment or any other displays - Not lift any heavy objects or throw objects. <p>Teachers should ensure that students wear adequate sun safety equipment such as hats and sunscreen whilst outside.</p> <p>Students must keep near handrails and not play or run on stairs, escalators or ramps. Ensure shoelaces are tied and tucked in. Keep fingers clear of lift doors.</p> <p>Students should be reminded to exercise caution when playing and be aware of younger children as these spaces are open to the public.</p>

OTHER REQUIREMENTS

VENUE ACCESS

General Information

Venue Name: International Convention Centre Sydney (ICC Sydney)

Vivid School is held in the Convention Centre Building

Address: 14 Darling Drive, Sydney. NSW. 2000.

Phone: (02) 9215 7100

Website: www.iccsydney.com.au

Is access to and from the venue safe and without risk to health? Yes No

For most up to date information on how to get to ICC Sydney: www.iccsydney.com.au/Getting-to-ICC-Sydney

Is the venue wheelchair accessible? Yes No

Are accessible toilets available? Yes No

For information regarding Venue Accessibility, please see here: www.iccsydney.com.au/Venue/Venue-Information/Accessibility

EMERGENCIES

Does the venue have emergency procedures in place? Yes No

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire/smoke or other emergency.

A trained Emergency Response Team will lead the implementation of all procedures.

Please see evacuation map here: www.iccsydney.com.au/ICCSydney/media/ICCSydney/files/Forms/ICCSydney-emergency-procedure.pdf

Destination NSW advises teachers and students to follow instructions of ICC Sydney staff members in case of emergency.

CONSTRUCTION / MAINTENANCE / REPAIR

Are licensed personnel used for all construction, maintenance and repair work? Yes No

OTHER REQUIREMENTS

<p>FIRST AID</p>	<p>Are first aid kits available at the venue? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there a trained first aid officer at the venue? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is a first aid room available at the venue? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>A fully equipped First Aid room is located at the ground level of the Convention Centre. Additional First Aid rooms are located on level two of the Exhibition Centre as well as ground floor back of house and level two of the ICC Sydney Theatre. ICC Sydney has First Aid qualified staff on site during event operational hours.</p> <p>Should you require First Aid, contact an ICC Sydney Team Member. First Aid and or Security Team Members are in radio contact and are able to respond and summon help quickly.</p> <p>All members of the ICC Sydney Security Team hold current First Aid certificates. ICC Sydney Security and First Aid personnel are trained in fire/safety and first aid emergencies including the use of onsite defibrillators.</p> <p>In the event of a medical emergency, the venue's first aid qualified staff will be on hand to implement procedures and contact external agencies as required.</p>
<p>HEALTH SERVICES</p>	<p>The nearest public hospital is RPA hospital on Missendon Road, Camperdown. Phone: (02) 9515 6111</p> <p>The nearest medical centre is Myhealth Darling Square. 64 Darling Drive Shop 1 Darling One Building, Darling Square. Phone (02) 9188 3893</p>
<p>SECURITY</p>	<p>ICC Sydney takes every precaution to create a safe and secure environment for its clients, guests, personnel and equipment.</p> <p>ICC Sydney has 24-hour general building security augmented with CCTV cameras and alarm systems. CCTV cameras scan interior and exterior public areas and ICC Sydney security personnel will respond quickly and professionally to any potential security issue.</p>
<p>LOST PROPERTY</p>	<p>All lost property is handed to the ICC Sydney Customer Service Desks.</p> <p>For retrieval or enquiries of lost property after hours or the following day of an event, please contact ICC Sydney Customer Services Team on 02 9215 7473 or visit any Customer Service Desk.</p>
<p>CHILD-RELATED EMPLOYMENT</p>	<p>Key Destination NSW employees engaged in the direct management of this event will undergo Working With Children checks.</p> <p>All ICC Sydney staff have completed a police check.</p>