

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: SEA LIFE Sydney Aquarium Call Centre on 1800 199 657

SEA LIFE Sydney Aquarium Info

Arrival and Departure	<p>Schools should plan to arrive at least 15 minutes before the allocated entry period. This will allow time to organise payment, have a quick food break and use bathrooms prior to entry.</p> <p>Group entry to the Aquarium is staggered to avoid congestion in the Exhibit Area and satisfy capacity regulations.</p> <p>Groups exit the Aquarium and assemble outside. In the interest of public safety, groups are not permitted to gather in the foyer or in any of the exhibit areas.</p>
Access to the Aquarium	<p>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.</p> <p>Students are advised to walk at all times, not to block corridors and use the ramps in a safe and responsible manner.</p>

SEA LIFE Sydney Aquarium Facilities

Exhibit Area	<p>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.</p> <p>A mixture of 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 the crowd control and traffic flow.</p> <p>The touch pool is attended by Aquarium staff from 9am-7pm every day.</p>
Café and Retail Sales	<p>A café/restaurant is located in the foyer. A specially discounted schools meal is available but it must be pre-ordered at time of booking. If permitted by teachers, students may buy items from the café/restaurant and Gift Shop at regular retail prices.</p> <p>All visitors exit through the licenced restaurant which is wholly owned and operated by SEA LIFE Sydney Aquarium and strictly adheres to all legislation related to licenced premises.</p>
Toilets	<p>Toilets are located in the foyer between the Admissions desk and the Warf Kitchen as well as in the centre of the Attraction at the entrance to the Great Barrier Reef exhibits.</p>

Disabled Access

A toilet for the disabled is located in the middle of the Attraction at the entrance to the Great Barrier Reef exhibit. The Aquarium is fully wheelchair accessible.

Health and Safety Issues**Fire Exits and Evacuation**

The Aquarium has clearly marked Fire Exits in all public areas and complies with Fire Control regulations. SEA LIFE Sydney Aquarium Duty Managers have been formally trained in emergency evacuation procedures.

First Aid

A First Aid Kit is located at the SEA LIFE Sydney Aquarium Admissions desk and at locations around the Attraction. For First Aid assistance please contact the Duty Manager.

Child Protection Act and Working With Children Checks**Supervision Levels**

Supervision of children in the Aquarium is wholly the responsibility of the Teachers/Carers. Supervisors are allowed free entry on the following ratios:

1:3 for pre-school students, 1:6 for K-2 students, 1:8 for year 3:12 students, 1:1 for disabled students

It should be remembered that the Aquarium is a busy public building and students need direct supervision at all times, including in the toilets.

Working with children checks

SEA LIFE Sydney Aquarium staff are responsible for the following duties: Admission/payment procedures, meet and greet procedures, café and gift shop sales, attending Touchpools.

At all times Teacher/carers are the direct supervisors of the students at the aquarium.

The Child Protection Act legislation does not consider SEA LIFE Sydney Aquarium of a provider of specific services to children and it is 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.

Government school teacher who have questions about excursion policy should contact the Operational Coordinator, Schools at DET on (02) 9561 8514.

Public Liability Insurance**Insurance cover certificate**

SEA LIFE Sydney Aquarium has the appropriate Public Liability Insurance in place to cover injury and damage. A Certificate of Currency of insurance can be supplied on request. Please call 8251 7801.

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 store bags at the Admissions desk. We wish schools to keep lockers available for general admission visitors.

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. Schools lose many items so students should be encouraged to be responsible for their own belongings.

Payment procedures

Payment options Prior to your visit:

For admission only tickets, credit card payment at time of booking; cheque posted prior to visit; EFT payment prior to visit. Tickets can be sent out prior to your visit or collected on the day. Sea & Discover classes require pre-payment 14 days prior to booking or the booking will be cancelled.

On the day:

Bring cheque, credit card or cash for payment on the day. Tickets will be available for collection on the day of visit.

Students cannot pay individually.

SEA LIFE Sydney aquarium will issue a tax invoice prior to the excursion if requested. Ring with final student numbers at least 48 hours prior to the day of visit and it will be faxed.

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 Touchpools
- place all rubbish in bins provided
- respect all animals and at the Touchpool, follow the instructions of the attendant
- refrain from yelling or disrupting other visitors

SEA LIFE Sydney Aquarium reserves the right to remove any students from the Aquarium if their behaviour is disruptive for 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 School Excursion planning should note that SEA LIFE Sydney Aquarium **cannot make the assessment for you**. Teachers must make their own risk assessment based on the information provided.

Please contact SEA LIFE Sydney Aquarium Call Centre if you have any questions: 1800 199 657