



## VENUE AND SAFETY INFORMATION

### U@Uni School-based Program Delivery 2021

Updated: 05 FEB 2021

| <b>Venue name</b>  | U@Uni Academy Partner Schools   |   |  |  |
|--|---|---|--|--|
| <b>Location</b>  | South West Sydney   |   |  |  |
| <b>Phone number</b>  | 9514 1084   |   |  |  |
| <b>Web address</b>   | <a href="https://www.uts.edu.au/partners-and-community/initiatives/social-justice-uts/centre-social-justice-and-inclusion/uuni">https://www.uts.edu.au/partners-and-community/initiatives/social-justice-uts/centre-social-justice-and-inclusion/uuni</a>   |   |  |  |
| <b>Insurance</b>   | <i>Does the venue have public liability insurance cover?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>See <a href="http://www.fsu.uts.edu.au/insurance/policies/">www.fsu.uts.edu.au/insurance/policies/</a> for a list of the University's \$5 million, \$10 million and \$20 million public liability insurance policies. |   |  |  |
| <b>Activity/program</b><br><i>Please list</i>                    | <b>Recommended age group/fitness level/ prerequisite skills</b>   | <b>Staff accreditation / competence</b><br><i>for this activity/program</i> | <b>Potential risks</b><br><i>List hazards/risks related to each activity/program and the venue</i>   | <b>Control Strategies</b><br><i>Outline strategies for ensuring visitor safety for this potential risk</i>   |
| Transport to and from partner school on days of program delivery | UTS Students<br><br>UTS Staff   | U@Uni Ambassadors<br><br>U@Uni Program Managers                             | <ul style="list-style-type: none"> <li>&gt; Exposure to COVID-19 during journey</li> <li>&gt; Struck by vehicle on road</li> <li>&gt; Train accident/delays</li> <li>&gt; Trips, slips or falls</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Ambassadors to attend compulsory training where they are briefed on the expectation that they are responsible for their own travel to and from the partner school each day.</li> <li>&gt; Ambassadors should comply with recommended social distancing and hygiene measures if utilising public transport (including only sitting in areas marked by Transport for NSW, wearing a mark and using hand sanitiser).</li> </ul> |

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|   |   |   |  | <p>&gt; If Ambassadors are concerned about travelling on public transport, they should contact their U@Uni Program Manager to discuss alternatives (including using a cab charge or having an Uber trip reimbursed through Concur).</p> <p>&gt; If Ambassadors required to share a vehicle or utilise cabs/Uber, they should:</p> <ul style="list-style-type: none"> <li>○ spread out, using front and back seats</li> <li>○ only handle their bags/resources where possible.</li> <li>○ request driver set the air-conditioning to external airflow rather than recirculation.</li> </ul> <p>&gt; Ambassadors advised to use caution around roads and follow street signs and lights.</p> <p>&gt; In the event of an accident/incident when travelling to/from a partner school, Ambassadors should:</p> <ol style="list-style-type: none"> <li>1. Contact their U@Uni Program Manager (Bethany Ross)</li> <li>2. Inform the Partner School Teacher and follow their instructions.</li> <li>3. Report the incident using the UTS reporting online system.</li> </ol> |
| Access  | UTS Students<br><br>UTS Staff                                   | U@Uni Ambassadors<br><br>U@Uni Program Managers                             | > Impediment to access on site   | <p>&gt; In consultation with the Partner School Teacher, U@Uni Program Manager to ensure wheelchair and ramp access is available in each building we are using during the program.</p> <p>&gt; If access is not available, other arrangements will be made to ensure the inclusion of students in programs.</p>   |

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| Venue   | UTS Students<br><br>UTS Staff<br><br>Partner School Staff       | U@Uni Ambassadors<br><br>U@Uni Program Managers<br><br>Partner School Teacher | > Evacuation due to fire or bomb threat.<br>> Slippery floor<br>>Exposure to COVID-19 on-site      | > Partner School Teacher to provide a safety briefing during the Program Orientation Session and inform the U@Uni team of the relevant evacuation and Health and Safety processes.<br>> If different to standard DET protocol, Partner School Teacher to provide a written copy of the School's COVID-19 Policy/Process document to U@Uni Program Manager.<br>> U@Uni Program Manager to review School's COVID-19 Policy/Process doc and ensure that it aligns with advice from NSW Department of Health and UTS OH&S Standards.<br>> Partner School Teacher to provide a COVID-19 Briefing to all visiting UTS Staff, outlining the relevant school procedures and risk mitigation strategies.<br>> Partner School Teacher to inform all UTS Staff about hand-cleaning facilities. Partner School Teacher to ensure bathrooms are well stocked with hand soap and paper towels, and where possible, have posters with instructions on how to wash hands.<br>> Partner School Teacher to ensure all surfaces within the venue are adequately cleaned before and after session. |
| Supervision                                   | UTS Students<br><br>UTS Staff<br><br>Partner School Staff       | U@Uni Ambassadors<br><br>U@Uni Program Managers<br><br>Partner School Teacher | > No Teacher supervision at Partner School   | > Contact the School Partner front office and request for them to contact the Partner School Teacher.<br>> If the Partner School teacher is unavailable, call U@Uni Program Manager (Bethany Ross)   |

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| Working with students from refugee or refugee-like backgrounds | UTS Students<br><br>UTS Staff                                   | U@Uni Ambassadors<br><br>U@Uni Program Managers<br><br>Partner School Teacher | > Student participant or U@Uni Ambassador distressed by disclosure<br>> U@Uni Ambassador providing incidental counselling | > U@Uni Ambassador to contact Partner School Teacher in the first instance if concerned about a student in distress.<br>> Partner School Teacher to act in accordance with their risk/behaviour management plan.<br>> U@Uni Ambassador to inform U@Uni Program Manager of the incident.<br>> U@Uni Program Manager to provide an opportunity to debrief.   |
| Student in distress  | UTS Students<br><br>UTS Staff<br><br>Program Participants       | U@Uni Ambassadors<br><br>U@Uni Program Managers<br><br>Partner School Teacher | > Problematic student behaviour   | > Partner School Teacher to provide U@Uni Program Manager with details of any students who may be at increased risk of experiencing distress during the session.<br>> U@Uni Ambassador to contact Partner School Teacher in the first instance if concerned about a student in distress.<br>> Partner School Teacher to act in accordance with their risk/behaviour management plan.<br>> U@Uni Ambassador to inform U@Uni Program Manager of the incident.<br>> U@Uni Program Manager to provide an opportunity to debrief. |
| Behavioural concerns   | UTS Students<br><br>UTS Staff<br><br>Program Participants       | U@Uni Ambassadors<br><br>U@Uni Program Managers<br><br>Partner School Teacher | > Students disengaged, displaying problematic behaviours, disrupting other students                                       | > U@Uni Ambassador to contact Partner School Teacher in the first instance if concerned about a student in distress.<br>> Partner School Teacher to act in accordance with their risk/behaviour management plan.<br>> U@Uni Ambassador to inform U@Uni Program Manager of the incident.<br>> U@Uni Program Manager to provide an opportunity to debrief.<br>> U@Uni Program Manager to report incident in HIRO.  |

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| Staff member in distress                      | UTS Students<br><br>UTS Staff   | U@Uni Ambassadors<br><br>U@Uni Program Managers                               | > U@Uni Ambassador distressed during off-campus visit   | > Contact U@Uni Program Manager (Bethany Ross).<br>> Report the incident using the UTS reporting online system.<br>> U@Uni Program Manager to provide an opportunity to debrief.<br>> U@Uni Program Manager to inform Ambassador of the Employee Assistance Program.  |
| COVID-19 (or other communicable disease)      | UTS Students<br><br>UTS Staff<br><br>Partner School Staff<br><br>Program Participants | U@Uni Ambassadors<br><br>U@Uni Program Managers<br><br>Partner School Teacher | > Schools impacted by COVID-19;<br>> UTS impacted by COVID-19<br>> Spread of COVID-19 or other communicable disease | > Follow the advice of World Health Organisation, NSW Health and UTS Health & Safety Protocols.<br>> U@Uni Program Managers to incorporate a “Working in Schools During COVID-19” session into onboarding training. This will cover: <ul style="list-style-type: none"> <li>○ Information and training on COVID-19, including when to get tested, physical distancing and cleaning;</li> <li>○ Ambassadors COVID-19 Leave Entitlements if they are sick or required to self isolate;</li> <li>○ Processes for calling in sick if feeling unwell; and</li> <li>○ Risk mitigation strategies in-school.</li> </ul> > Ambassadors must read and familiarise themselves with the updated Ambassador Handbook.<br>> Ambassadors to read, sign and return the informed consent form.<br>> If Ambassador is feeling unwell, they should contact the U@Uni Program Manager immediately. If Ambassador is displaying any |

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|   |   |   |  | <p>cold like symptoms (fever, sore throat), Ambassador is to self-exclude from the shift and inform the U@Uni Program Manager as soon as they're able.</p> <ul style="list-style-type: none"> <li>&gt; If Ambassador comes to a session and is noticeably unwell, U@Uni Program Manager to exclude Ambassador from entering the school.</li> <li>&gt; U@Uni Program Manager to provide hand sanitiser and/or disinfectant wipes to all Ambassadors</li> <li>&gt; U@Uni Program Manager to provide masks for travel on public transport or cab/Uber</li> <li>&gt; Partner School Teacher to designate an appropriate and safe location to run the session. This location must: <ul style="list-style-type: none"> <li>o Comply with social distancing and density requirements (minimum 1.5m distance between Ambassador and students; maximum 1 person per 4 square metre)</li> </ul> </li> <li>&gt; Ambassadors to be allocated to a work area and where possible, are required to minimise movement between areas.</li> <li>&gt; U@Uni Program Manager to designate themselves or Senior Ambassador to supervisory role.</li> <li>&gt; U@Uni Program Manager to share all relevant resources, to ensure disclosure and unequivocal communication of processes.</li> <li>&gt; U@Uni Program Manager to keep a detailed record of staff and student details, to aid in contact tracking, should infection occur.</li> </ul> |

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**Equipment**

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Personal protection gear is provided to students as required to comply with Health and Safety requirements of the learning environments in which they are located.

Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards? Yes  No

All Ambassadors/UTS Staff onsite will be provided with face masks, hand sanitiser and PPE.

**Other requirements**

Where relevant, list other requirements such as clothing, footwear and sun screen, which participants are required to bring. Indicate if any items are provided by the venue

U@Uni Ambassadors to comply with the dress code of the Partner School.

**Supervision/services**

List services provided by venue staff including briefings, guided tours, supervision of activities etc

All UTS staff have completed an Appendix 11 Declaration for Child Related Work – specified volunteer/child related contractor

All UTS staff have a Working with Children Check.

**sAccess**

Are access to and egress from the premises safe and without risk to health? Yes  No

Is the venue wheelchair accessible? Yes  No

Are disabled toilets available? Yes  No

A disability access map for all University campuses is available at [www.fmu.uts.edu.au/disability/](http://www.fmu.uts.edu.au/disability/).

**Emergencies**

Are emergency procedures in place in the venue? Yes  No

Are staff trained to deal with emergency situations? Yes  No

The University's Security Services Branch has established procedures for the evacuation of buildings in an emergency, including the appointment of emergency wardens. See [www.fmu.uts.edu.au/security/emergencies/evacuation.html](http://www.fmu.uts.edu.au/security/emergencies/evacuation.html) for an explanation of alarm tones used on campus.

**Construction/ Maintenance Repair**

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

The University's construction/maintenance/repair work is either undertaken by qualified and licensed in-house staff or by external contractors employed by the University. The University has systems in place for licensing of both staff and construction/maintenance contractors.

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|                  |  |   |                             |
|------------------|--|---|-----------------------------|
| <b>First Aid</b> | Are first aid kits available for each activity?    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|                  | Is there a trained first aid officer at the venue? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|                  | Is a first aid room available?                     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

|   |   |   |  |
|---|---|---|--|
| <b>Child-related employment</b>   | Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Working With Children) Act 2012? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
|   | If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW office of kids guardian                      |   |  |
|   | If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?  | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
|   | Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration?  | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200. |   |   |  |

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