

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

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| Venue name | LG IMAX Theatre Sydney | | | |
| Location | 31 Wheat Rd DARLING HARBOUR NSW 2000 | | | |
| Phone number | (02) 9213 1600 | Fax number | (02) 9281 3833 | |
| Web address | www.imax.com.au | | | |
| Insurance | Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | | |
| Activity/program <i>Please list</i> | Recommended age group/fitness level/ prerequisite skills | Staff accreditation/ competence for this activity/program | Potential risks <i>List hazards/risks related to each activity/program and the venue</i> | Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i> |
| Arrival & Departure | All ages | None required | Late for the film | <p>All schools should plan to be at the Theatre at least 15mins BEFORE the session starts.</p> <p>Please carry a mobile phone to advise Theatre of possible lateness (Ph: 9213 1600).</p> |
| ***IMPORTANT INFORMATION ABOUT LATE ENTRY*** | | | | |
| <p>Films are scheduled to start screening <u>on the hour</u>. Your arrival a minimum of 15 mins before the hour is essential.</p> <p>Teachers should take note in the event of late arrival at the Theatre: Films cannot be held for late schools. If your school is late, and the film session has already begun, all teachers should be aware that the risk to students (eg. tripping on stairs etc) has increased due to the theatre being darker than usual.</p> <p>If you are late, please ask to speak with the IMAX Duty Manager immediately upon your arrival at the Theatre.</p> <p>Teachers have 3 options at this stage:</p> <ol style="list-style-type: none"> 1. Proceed with late entry into the Theatre auditorium, fully aware of the heightened risk involved (IMAX staff will assist entry with the use of torches); 2. Elect to view another film, subject to session availability on the day (note: this film will most likely be different to the film booked); 3. Elect not to enter the Theatre at all, at no cost to the school (if payment has been made, a full refund will be given). <p style="text-align: center;">PLEASE DRAW THIS INFORMATION TO THE ATTENTION OF YOUR TRANSPORT PROVIDER AND OTHER STAFF ATTENDING.</p> | | | | |

Please note that the information provided above was current as at Dec 2005. If this information changes, the venue will advise Department of Education and provide an update.

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| ***Accidents or incidents while at the Theatre*** | All students, teachers and carers | None required | Various | If any student, teacher or parent is injured or involved in an incident at the Theatre, TEACHERS MUST ADVISE THE IMAX DUTY MANAGER ON THE DAY IMMEDIATELY. An <u>Accident Report</u> must be completed on the day of the excursion in the presence of the IMAX Duty Manager. |
| Film Ratings | Refer to classification guidelines for suitable ages. | None required | Inappropriate film for students | All IMAX films are classified by the Office of Film & Literature Classification. Teachers should note the rating of each film before booking and ideally preview the film beforehand. Free preview screenings & passes are available to teachers. |
| IMAX Film Experience | All ages | None required | Students overwhelmed by scale & impact | Brief students beforehand of the unique IMAX experience (giant screen, powerful sound system, steeply raked auditorium, all-encompassing nature of films). |
| 3D Glasses | All ages | None required | Tripping while wearing | Students should not put 3D glasses on until fully seated and the film begins. Do not walk into the Auditorium wearing glasses. Teacher/s to supervise students. |
| Film screening: problems | All ages | None required | Technical problem/cancellation of film | Schools will be offered an option to see another film or receive a full refund. |
| Access to & from Auditorium | All ages | None required | Tripping, falling | The stairs are steeply raked. Students should keep their pace to a WALK at all times. |
| Bag storage | All ages | None required | Lost property | IMAX does not have bag storage facilities. Students should keep personal belongings with them at all times. Store hats, jackets & other loose items in bags to avoid losses. Lost property is kept at the IMAX Box Office for 1 week. |

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| Payment | Teachers | None required | Payment is required on the day of the excursion in order to receive admission. | Teachers should prepare payment BEFORE their visit. Options for payment include school cheque, cash or credit card at the IMAX Box Office on the day of the excursion, or EFT beforehand. IMAX does not extend credit. |
| Student Behaviour in Auditorium | All ages | None required | Disruptive students may be asked to leave the Theatre, with teacher supervision. | Outline a code of conduct expected of student whilst on excursion. (Code of Conduct is available from IMAX.) Ensure students are aware of other schools and public in the Theatre. |

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| Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i> | |
| 3D Glasses (used for only 3D films) | <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen, that participants are required to bring. Indicate if any items are provided by the venue</i> | IMAX will provide 3D glasses to all students & teachers when viewing a 3D film. |
| | Students & teachers who usually wear glasses simply wear the IMAX 3D glasses over the top. |
| | No other special equipment is required. |

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| Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i> | Processing payment at the IMAX Box Office (teachers) and serving food & beverage items from the IMAX Candy Bar (teacher/s & students) as required. |
| | Ushering students to and from seats in the Auditorium, with assistance from teacher/s. |
| | Optional Student Talk in Auditorium for Business Studies students, provided by IMAX staff, under full supervision by teacher/s. |

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| Access | <i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | <i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| | <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| Emergencies | <p>Are emergency procedures in place in the venue? Are staff trained to deal with emergency situations?</p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| Construction/ Maintenance/ Repair | <p>Are licensed personnel used for all construction, maintenance and repair work?</p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| First Aid | <p>Are first aid kits available for each activity? Is there a trained first aid officer at the venue?</p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| Child-related employment | <p>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 (Prohibited Employment) Act 1998? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Please note: IMAX has checked with the Commission for Children and Young People and been advised that since our staff do not have “direct and unsupervised contact with students” we are not required to undertake Working With Children Checks.</p> <p>At all times, teachers are responsible for full supervision of their students whilst on excursion at IMAX. IMAX staff are responsible for Box Office and Candy Bar Sales, ushering students and teachers to their seats and handing out 3D glasses when necessary.</p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? n/a</p> <hr/> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Yes <input type="checkbox"/> No <input type="checkbox"/> Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>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."</p> | |

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