



# THE HOW TO BOOKLET

TEACHER SUPPORT MATERIAL

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## Excursion Checklist

The following checklist may assist or guide you in preparing your visit to the Sydney Symphony. Please ensure that you fulfill the requirements of your school. Sample excursion forms and risk managements have been included for your use and electronic versions of these are available on the Sydney Symphony Website.

- Seek initial approval from your School (Teacher-in-charge, Deputy Principal etc)
- Complete the Sydney Symphony booking form and organise the 10% deposit
- Book the bus
- Work out the cost per student (concert and travel)
- DET schools should organise an OASIS dissection number. Non DET schools should co-ordinate the billing and payment details with bursar.
- Encourage parents/volunteers to accompany the group as appropriate
- Complete excursion paperwork including a risk management
- Confirm the date of the concert with the school
- Investigate additional activities to enrich your excursion day. E.g. The ABC Ultimo offers a special student tour and Sydney Olympic Park lists school activities on its website.
- Inform colleagues and ensure the excursion is placed on the school calendar
- Distribute permission notes
- Collect permission notes and create an excursion list
- Organise the final payment to be sent to the Sydney Symphony
- Confirm that each student has permission to be photographed at the concert as per booking form
- Brief students on behaviour expectations and concert etiquette (see page )
- Use the Resource Kit to familiarise students with the concert program.
- Hand in final student lists to the school
- For Meet The Music concerts, complete the seating plan and return to the SSO
- Prepare a First Aid Kit to take with you
- Ring the bus company the day before to confirm the details

Suggested activities for after the Excursion

- Write an article for your school newsletter about the concert
- Write a letter to a musician as follow up



## Rationale Statement

The music the children will hear in this concert covers a range of music spanning nearly three hundred years of music history and includes pieces written by current Australian composers. The concert will contain a number of works performed live by a symphony orchestra.

Some of it will be immediately accessible; some will take a little longer to understand. The children should be prepared for the concert through a range of classroom activities contained in the teacher support Kit supplied by the Sydney Symphony Education Program. These activities have been linked to required Board of Studies syllabus outcomes and specifically designed to illuminate and make more accessible the musical content, and prepare the students for the concert.

To ensure the safety of all students and allow the teachers to appraise and follow up the musical experience of their charges, it is imperative that all staff members remain with their students throughout the duration of the visit.

## Concert Etiquette

A concert is a special musical occasion for everyone – the musicians, the audience, the conductor and the composer. When attending a concert there are certain expectations or conventions that an audience must carry out in order to fulfill their part of the concert, and make it an enjoyable experience for everybody.

The general guidelines are:

- Never speak (talking or whispering) while music is being played! No one has the right to spoil a concert for another audience member or performer.
- Under no circumstances should a mobile phone be turned on during a performance. Likewise all watch beepers should be turned off.
- Do not distract the performers or other members of the audience by taking photos, moving about or rustling paper.
- Applause is most welcomed by the performers but usually only at the end of a piece. If it is a work that has multiple movements like a symphony or concerto it is usual practice to clap after the entire work has been played, and not at the end of each movement.
- Audience members try to muffle coughing and sneezing with their hand or handkerchief
- Eating or drinking is not permitted in the hall. Bottled water is permitted.
- If a person needs to leave during a concert he/she must wait for a break in the program and avoid moving around during a performance.
- There should be no photography in the hall as the flash will distract the performers.

## Excursion Risk Management Plan Proforma

<p><i>Name of school:</i></p> <p><i>Name of principal:</i></p> <p><i>Description and location of excursion:</i></p> <p><i>Date(s) of excursion:</i></p>	<p><i>Group/class:</i></p> <p><i>Name of excursion coordinator:</i></p> <p><i>Contact number:</i></p> <p><i>Accompanying staff, parents, caregivers, volunteers:</i></p>
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Activity	Hazard Identification Type/Cause	Risk Assess Use matrix	Elimination or Control Measures	Who	When
Walking to and from transport	<ul style="list-style-type: none"> <li>- struck by vehicle on road</li> <li>- uneven footpath</li> </ul>	4	<ul style="list-style-type: none"> <li>- Brief participants on rules and behaviour</li> <li>- Remain on pedestrian pathways and use pedestrian crossings at all times</li> <li>- supervise students</li> </ul>	Teacher Teacher	Prior to walk On excursion
		6		All	On excursion
Coach transport to and from excursion venue	<ul style="list-style-type: none"> <li>- vehicle accidents</li> <li>- boarding coach</li> </ul>	6	<ul style="list-style-type: none"> <li>- Ensure vehicle operators hold appropriate licence(s) and insurance</li> <li>- Check availability of seat belts and ensure that they are worn</li> <li>- Vehicle to be appropriate for needs of the group e.g. wheelchair access if required</li> <li>- Confirm route details with the driver</li> <li>- Ensure students board the bus safely</li> <li>- Enforce rules and monitor behaviour</li> </ul>	Coordinator	Prior to booking
		5		Coordinator Coordinator Coordinator Teachers Teachers	Prior to booking Prior to booking Prior to excursion On excursion On excursion
Entering and exiting from Venue	<ul style="list-style-type: none"> <li>- Students lost or involved in a crowd crush</li> </ul>	6	<ul style="list-style-type: none"> <li>- Follow directions from Sydney Symphony Staff and walk safely</li> </ul>	Teacher and students	On excursion
In Venue –	<ul style="list-style-type: none"> <li>- Trip over equipment</li> </ul>	6	<ul style="list-style-type: none"> <li>- Remain in designated areas</li> <li>- Follow directions from Sydney Symphony Staff</li> </ul>	Teachers and students	On excursion

*Venue and safety information reviewed and attached: Yes / No* ( Risk assessments for Venues have been included in this pack and are available from the SS website)

<i>Plan prepared by:</i>	<i>Position:</i>	<i>Date:</i>
<i>Prepared in consultation with:</i>		
<i>Communicated to:</i>		

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

**School Risk Assessment Information****S3**

The following information has been collated to assist schools planning a visit to Sydney Opera House. The information will assist schools in their preparation of a Risk Assessment and Risk Management Plan required by the Department of Education for school excursions. Teachers undertaking the task of compiling a risk assessment and management plan should be aware that Sydney Opera House cannot do the assessment for them.

More information can be obtained from the Strategy and Compliance Department: [safety@sydneyoperahouse.com](mailto:safety@sydneyoperahouse.com)  
Ph 02 9250 7133. Fax 02 9250 7329

**General Information**

- Sydney Opera House has developed an Emergency Plan to cope with the most likely emergency scenarios. It incorporates a Crisis Management Plan, a Site Emergency Management Plan and Emergency Procedures. The Emergency Plan has been disseminated to, and rehearsed with, emergency service agencies.
- The evacuation assembly points for Sydney Opera House, depending on the type of emergency and weather conditions are the main Forecourt, East Circular Quay or the Royal Botanic Gardens.
- Sydney Opera House has a fully compliant fire detection and protection system and an Emergency Warning and Intercommunication System.
- These systems are managed by a Fire and Safety team that provides a 24 hour, 7 days-a-week coverage.
- Sydney Opera House has a fully-equipped first aid room, staffed by registered nurses from 8am–11.30pm, seven days-a-week. Additional staff hold senior first aid certificates and extra first aid equipment includes four oxy-viva and two semi-automatic defibrillators.
- As the site is surrounded by water on three sides, adequate lifebuoy rings are strategically located on the outside of the building.
- The exterior of the building is totally paved in different forms of granite and there are many stairs. There is limited protection from the elements i.e. sun, wind, rain etc. Suitable footwear and clothing is strongly recommended.
- The entire exterior areas of the site and all public areas within the building are covered by CCTV cameras.
- Visitor toilets, including accessible toilets, are located within the building and on the lower concourse.

**Access**

- There is no bus or coach access onto the Sydney Opera House site. By prior arrangement, approval may be given for mini buses to drop-off and pick-up people with disabilities.
- All authorised vehicles moving around the site on pedestrian paved areas will always be escorted and not allowed to travel faster than walking pace.
- The nearest public transport (rail, bus and ferry) is located at Circular Quay, which is a short walk from Sydney Opera House.
- There is a covered walkway from Circular Quay to Sydney Opera House (with a five metre gap between the apartment building at the northern end of Macquarie Street and the escalator leading down to Sydney Opera House's covered lowered concourse).
- There is limited wheelchair access to all theatres and foyers.

**Services**

- The nearest public hospital is Sydney Hospital in Macquarie Street. The nearest private medical centre is at Circular Quay.

# VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

## EUGENE GOOSSENS HALL (EGH), ABC CENTRE, HARRIS STREET, ULTIMO

The following information has been collected to assist schools visiting our site to conduct a risk assessment. More and greater information can be gained by contacting the Facilities Management department on (02) 8333-1100.

- Emergency number: 8333 1111 or Ext 1111
- The ABC Centre Ultimo has a fully compliant fire detection and protection system
- The ABC Centre Ultimo has a fully compliant Emergency Warning and Intercommunication System.
- The above systems are managed by Facilities Management
- The ABC Centre Ultimo has developed an Emergency Plan to cope with the most likely emergency scenarios. This plan incorporated a Crisis Management Plan, a Site Emergency Management Plan and Emergency Procedures. The plan has been disseminated to and rehearsed with emergency service agencies. The evacuation assemble points for the ABC Centre Ultimo from EGH, depending on the type of emergency and weather conditions : Power House Museum
- There are emergency exits directly to Harris Street from the stage level of the Eugene Goossens Hall, ABC Centre Ultimo
- The ABC Centre Ultimo has a fully equipped first aid room. All security staff employed by the ABC Centre hold senior first aid certificates and extra first aid boxes are located throughout the building.
- The exterior areas of the site and all public areas within the building are covered by CCTV cameras.
- Assessable toilets are located at the main entrance end of the Harris Street level foyer. Adequate visitor toilets are located within the building, at either end of the Harris Street level foyer.
- Wheel chair access to the hall is available
- Buses may stop directly outside the hall entrance to drop off and pick up students, not in front of the main ABC entrance. Whilst the performance is on, they may park at the coach parking area on Darling Drive, returning to Harris Street at the conclusion of the performance. ABC Security staff and Sydney Symphony front of house staff will be directing buses before and after performances.
- Public transport is located at George Street for buses, and access to Central Station, a short walk from the ABC Centre Ultimo.
- The nearest public hospital is Royal Prince Alfred on Missenden Road, Camperdown. The nearest private medical centre is located in Broadway.



# Venue Safety Information for Schools Risk Assessment

## 1. Purpose

This information has been collected to assist schools visiting the Sports Centre to prepare their required Risk Assessment. More information can be obtained by contacting the Events Department on (02) 9763 0111.

## Sydney Olympic Park - Schools Risk Assessment Information

- The Sports Centre has a fully compliant **fire detection and protection system**.
- The Sports Centre has a fully compliant **Emergency Warning and Intercommunication System**.
- There is a comprehensive **Emergency Management Plan** in place that covers a variety of likely emergency situations. The Sports Centre has a nominated Chief Warden and Deputy Chief Warden on duty whenever the building is open for business.
- The **Evacuation Assembly Areas** are located on the grassed area at the front of the building on Olympic Boulevard and also P7 car park.
- There is a fully equipped **First Aid Room** located on ground level next to the Supervisors Office. All full-time event staff employed at the Sports Centre hold current senior first aid certificates. Extra medical staff are brought in for specific events. There are extra first aid kits located around the building for ease of access.
- The venue is covered in most public areas by recorded **CCTV** both internally and externally.
- Adequate male and female **toilet facilities** are located on all three levels of the building.
- **Accessible toilets** are also located on all three levels of the building.
- **Wheelchair access** to the venue is available. The Sports Centre is not equipped with an elevator but does have a series of compliant internal and external ramps for mobility impaired people.
- Buses may stop outside the Sports Centre on Olympic Boulevard to drop off students only. Limited bus and coach parking is available in the North End Bus Bay located on Sarah Durack Avenue. Extra bus and coach parking can be arranged through the Sydney Olympic Park Authority in the Overflow Coach Parking Area on Old Hill Road. More information can be gathered from the Sports Centre Events Department on (02) 9763 0111.
- Sydney Olympic Park can be accessed by all modes of public transport. Information and timetables can be viewed at the Public Transport website [www.131500.com.au](http://www.131500.com.au) or call 131 500.
- Medical Centres are located close by at Newington Village, Auburn and Concord West.
- The nearest Public Hospital is Concord Hospital on Hospital Road, Concord. Westmead Children's Hospital is a short drive west down the M4.
- If an ambulance is required on site the venue works with the Olympic Precinct in a strict protocol for arranging, meeting and escorting the ambulance to the required location.
- Flemington Local Area Command is the local Police Station, in Queen Street, Auburn. Their contact number is 9646 8699.

# SYDNEY SYMPHONY EDUCATION PROGRAM SYDNEY OLYMPIC PARK CONCERTS

## Venue: Sports Centre

Sarah Durack Avenue, off Olympic Boulevard

Sydney Olympic Park is accessible by bus, train, ferry and by car. For transport information, phone 131 500. Sydney Symphony concerts will be staged in The Sports Centre, which is located on Sarah Durack Avenue, off the Olympic Boulevard.

If you choose to drive, there are 10,000 car spaces throughout Sydney Olympic Park. Casual parking is available at \$3 per hour to a maximum of \$15.

Parking for events at the Sydney Olympic Park Sports Centre, the best parking station is P3, Olympic Park Railway station is approximately 10 minutes walk from the Sports Centre, and there is ample space for your buses to drop your group off safely and park.



For further information, visit [www.sydneyolympicpark/Visiting/maps](http://www.sydneyolympicpark/Visiting/maps)



## Cloaking Information – Opera House

Large parcels, instruments and bags cannot be admitted to concert venues for access and safety reasons.

The cloaking facilities at venues are stretched beyond capacity if every child needs to store their school bags and other belongings therefore it will greatly assist all concerned if bags can be kept to a minimum, in number and size, by planning in advance.

Bags can be also be cloaked collectively by schools rather than individually by students. This will also assist when departing after the concert has finished.

**The Opera House provides the following information on its website:**

### **Cloaking**

The safety and security of our customers is of paramount importance to us. All items larger than a standard A4 sheet of paper must be cloaked in our complimentary cloakroom before entering performance spaces. We recommend that you do not bring larger items or items of significant value with you to Sydney Opera House.

Please allow sufficient time when checking your bag.

We appreciate your cooperation and assistance in maintaining a safe environment at the Sydney Opera House