

## **A guide for hirers and other venue users**

**It is the Hirer's responsibility to conduct a risk assessment of their event.**

The following information may assist you in developing your own Risk Assessment for your event.

- Office of Sport venues have Emergency Management Plans in place to manage the most likely emergency scenarios.
- Venue staff have been appropriately trained in emergency procedures.
- While most venue staff have a current First Aid Certificate it is the responsibility of the event organiser to ensure that adequate medical and first aid assistance is provided at the venue for competitors, spectators and officials associated with the event.
- Equipment and machinery are maintained, repaired and in good working order with safety features operational.

The Office of Sport is committed to ensuring the safety, health and wellbeing of its employees and visitors through the provision of safe venues, activities and workplaces.

In fulfilling this commitment, the Office of Sport will:

- Actively identify workplace hazards and assess and control risks
- Comply with WHS Legislation, Australian standards and relevant codes of practice
- Engage in meaningful and open consultation about WHS with workers, health and safety representatives and health and safety committees
- Provide adequate information, training, instruction and supervision
- Integrate WHS into all planning activities and operations
- Establish measurable objectives and targets to ensure continuous improvement.

Everyone who enters an Office of Sport site must comply with the organisation's Work Health and Safety Policy.

The Office of Sport's incident reporting system will help the organisation to maintain a safe and healthy environment for all our employees and visitors. Visit

<https://sport.nsw.gov.au/whs>

**Access and special requirements (e.g. patrons with special needs)**

Wheelchair access is available in most venue areas including the provision of accessible toilets.

Please inform Venue Management of any patrons requiring a Personal Emergency Evacuation Plan prior to visiting the venue.

**Site Induction**

- We may require Hirer's to complete a site induction prior to their event.

**Safeguarding children**

- It is an essential requirement for working at any Office of Sport site that all staff have undergone a National Criminal Records Check, however it is not a requirement for all staff to have a Working with Children Check.
- Children should be appropriately supervised at all times.
- The Office of Sport is committed to safeguarding children and young people in sport and recreation through continually enhancing its own child safe policies and practices to ensure that children and young people have the best possible experience.

**Useful website links**

- [Event Starter Guide](#)
- [Risk Management](#)