



SCHOOL VISITS

PLANNING YOUR DAY & WHAT TO EXPECT

UOW
SCIENCE
SPACE

ABOUT UOW SCIENCE SPACE



UOW Science Space has been created to promote the public engagement with the understanding of Science, Technology, Engineering and Mathematics, particularly for school aged students. It achieves this through four core experiences:

- Hands-on exhibition space - containing over 100 exhibits that demonstrate a wide range of STEM subjects
- Science Theatre - our team of Science Space Ambassadors will amaze you with their highly visual science demonstrations and shows.
- Immersive Digital Planetarium - the most advanced and largest in NSW, where we shall take you on a high-resolution journey to the farthest reaches of our Solar System and back down to Earth.
- Dedicated STEM Zone - our team will facilitate STEM Snacks where students can take part in bite sized, hands-on STEM activities that aim to inspire and stimulate ideas

YOUR EXCURSION STRUCTURE

During your excursion your group will get to experience all four-core aspects of Science Space. To ensure a smooth visit, our team will have planned a schedule based on your group size. We ask you to ensure your school is allocated into the required group sizes and then our friendly team of Ambassadors will escort each group to their first experience.

Our Ambassadors will then take care of rotating your group around each activity for the remainder of the excursion so you can enjoy the experience with your students.



ON ARRIVAL

The carpark is located directly opposite Science Space with ticketed boom gates at the entrance. The machine will issue a parking ticket. If no ticket is issued, ask the driver to drive a little closer to the boom gate or press the help button for assistance. Parking is free for Science Space visitors – ask your driver to bring the ticket to front desk for validation.

In most instances upon your arrival, the School Liaison will be waiting to greet your group and give a brief orientation to cover any logistical details. If the School Liaison is not present, the group leader/head teacher should inform the Front Reception desk that your group has arrived and our School Liaison shall join you.

Please note that schools do not enter through the Front Reception area. Unless the weather is wet, we ask that students remain outside whilst logistics are discussed.

Your group will be briefed about the excursion schedule and appropriate rules whilst onsite. To ensure a smooth visit, please have an exact head count of your group (children and adults) before you enter.

If your buses are running late or delayed, please contact UOW Science Space as soon as possible on 02 4286 5000 to advise us of your estimated arrival time. Unfortunately, if a group is excessively late, a booked visit may have to be shortened to accommodate other groups booked on the day.

If you are not planning to have a meal break, please still aim to arrive at least 15 – 20 minutes before your scheduled start time for toileting and to stow bags. School visits that start late due to unplanned meal breaks can heavily impact upon the schedules of other groups and may incur an additional cost to cover staff overtime expenses.

ON THE DAY

TRANSPORT

There are two bus bays located in front of Science Space. One has direct access to the front of the building and the other will require students to walk through the car park. For multiple buses, we advise the first buses to arrive unload then move to the secondary bus bay so remaining buses can unload in the primary bus bay. Buses can park onsite in the bus bays for the duration of the excursion. The Schools Liaison will advise on the day if buses need to move for any reason.

MORNING TEA AND LUNCH

If you wish to have morning tea or lunch at Science Space, this must be organised outside of your scheduled visit time. Science Space has a secure, partially covered outdoor eating area that is available for your class to eat their own packed lunches. Outdoor chairs/tables, garbage bins, toilets, and the bag store are located nearby. Children are asked to keep to the pathways at all times and not walk through the garden beds.

For their own safety, please discourage your students from eating their lunch on the front entrance steps, the wheelchair ramp, or on grassed areas next to the car park. Please also ensure that your students do not take food or drinks into the exhibit floors or theatres.

TAKING PHOTOS

Photographs of your own group during the excursion is encouraged! Photographs allow students to capture fun memories of their visit and help to stimulate healthy, reflective discussions once back in the classroom. *N.B. Photography however is not permitted in the planetarium.

PAYMENT

An invoice can be sent to the school from the University of Wollongong Finance department. If you are a public school and require an invoice, you will need to provide a purchase order prior to your visit. Alternatively, payment can be made via credit card on the day. When final numbers have been confirmed we can contact your Schools Administration Manager for payment over the phone. We do not accept individual payments for group bookings, payments must be made as a group.



ACCESSIBILITY & ELEVATOR

All areas of Science Space can be accessed by wheelchair. There is a ramp to the front of the building and an accessible toilet. The planetarium is also fitted with a hearing loop. We have an elevator to help visitors move between level one and level two. The elevator is located by the stairs through the glass doors opposite the front Reception desk. If visitors need to use the elevator, please see a Science Space staff member who can assist. For any special or additional requirements/needs please advise at time of booking.

CLEANING & MAINTENANCE COVID-19 SAFE OPERATIONS

- We will ensure that the amenities provided for the public are maintained according to public health regulations and COVID-19 protocols.
- Regular cleaning of toilets and facilities is conducted daily.
- Licensed personnel are used for all construction, maintenance and repair work.
- All dangerous materials and equipment will be stored away out of reach of the public.

CLOTHING & SUN SAFETY

Enclosed shoes are recommended for all visitors entering Science Space. If you are planning to use the gardens and rear courtyard for meal breaks, we advise students to bring hats and apply sunscreen before going outside.

STORAGE OF SCHOOL BAGS

A locked bag storage room is available. We ask that all loose items (e.g. jackets, hats, drink bottles) are kept zipped up inside bags.



VISITING THE SCIENCE SHOP

Please advise the Bookings Officer when confirming your visit, if you wish for your students to purchase items from the Science Shop. Students will visit the shop in small groups and a teacher or adult supervisor must always be present. The Science Shop can be accessed before or after your visit. All items will be placed into a bag and need to be taken straight back to student bags.

SAFETY FIRST

PUBLIC SAFETY WHS

Visitors to Science Space have a shared responsibility for their own safety and the safety of others.

In accordance with the Work Health and Safety Act, visitors are to:

- take reasonable care of their own health and safety;
- take reasonable care to ensure they do not adversely affect the safety of others; and
- comply with all instructions given by the Science Space staff as far as they are reasonably able to.

In addition, visitors are to adhere to the Conditions of Entry, available on request and on our website.

FIRST AID

We have trained First Aid officers on site at all times. Please report to the front desk if First Aid is required. In the unlikely event of an accident, we do require the Schools Liaison to be notified to ensure support can be given and to carry out a brief incident report.

OPERATIONAL HEALTH & SAFETY

We take the safety of all in centre very seriously. We have prepared several points to assist with preparing your risk assessment. Our staff are always on hand to support with some supervision.

CHILD RELATED & SUPERVISION SERVICES

All employees, and volunteers, working at Science Space undergo a Working with Children Check with the NSW Government as part of the recruitment process before commencing any work on site.

All children under the age of 16 must be accompanied by an adult (18+) at all times.

On booking, schools are advised that the minimum ratio is one accompanying adult to twelve (1:12) students. (Ratio is 1:5 for preschools, childcare centres and groups with additional needs) Please also advise our booking officers of any special needs prior to your visit and inform your School Liaison upon arrival.

While we have employees on hand who have been trained to keep an eye out for each child, the responsibility falls with the teachers and accompanying adults to actively supervise and monitor behaviour of students for the duration of the excursion.



RISK ASSESSMENT PREPARATION | UOW SCIENCE SPACE SPECIFIC

ACTIVITIES OF EXCURSION	IDENTIFY THE HAZARDS	RISK ASSESSMENT	CONTROL
Exploring the exhibits	Trips while exploring the exhibition.	Low	School staff and a Science Space Ambassador will supervise all children while in the exhibition and children are encouraged not to run while in the space. Science Space staff will also inspect the area prior to opening for any trip hazards.
Using the exhibits	Injury while operating an exhibit as a result of exhibit failure.	Low	All exhibits are checked prior to opening with faults reported to the Technical Manager (TM). The TM will then repair, remove or barricade the faulty exhibit until the issue is resolved.
Attending the centre	Positive COVID infection	Medium	All staff are fully briefed and are required to follow the current COVID Safe guidelines
Child protection	Inappropriate behaviour with a minor	Low	All Science Space staff must have current Working with Children Checks. They are also instructed to not be left alone with any child
Child protection	Missing child	Low	The school access gate is locked after arrival and the only remaining entrance/exit at front reception is supervised at all times by a Science Space team member. Additionally, there are multiple security cameras and a missing child procedure in place to quickly locate any child that is not located. We do ask that staff are notified immediately if a child is not located.
Transport disembarkation	Injury caused by traffic while disembarking or accessing transport on arrival or post visit	Medium	Coaches are required to park & disembark students from bus bays adjacent to Science Space. Upon arrival, the group will be met by the Science Space Schools Liaison and then escorted through the side gate to the garden area for briefing.
STEM Zone activity	Injury because of using any basic tools such as scissors.	Low	All activities are designed & assessed by the team to ensure most risk is eliminated or reduced. Supported by supervision by Science Space and school staff. Safety glasses are also provided for higher risk activities.



We want to ensure you have an enjoyable and rewarding day while visiting Science Space and our experienced team will do their best to ensure all goes smoothly.

If you do have any questions or concerns prior to your visit, please contact Kim Noble on 4286 5021 or email knoble@uow.edu.au. If you have any questions on the day, please speak with your School Liaison who will be more than happy to assist.

CONTACT DETAILS

02 4286 5000

science-space@uow.edu.au

sciencespace.com.au

LOCATION

Building 200,
University of Wollongong
Innovation Campus
Puckeys Avenue,
North Wollongong. 2500

UOW
SC!ENCE
SPACE

Facts you can feel.