

Venue Name	Australian Space Discovery Centre (Discovery Centre)
Location	Ground Floor, McEwin Building, Lot Fourteen, Adelaide SA 5000
Phone Number	(08) 8432 1400
Web Address	discover.space.gov.au
Insurance	<p>Australian Space Discovery Centre maintains up-to-date public liability cover.</p> <p>Contact book@discover.space.gov.au for copies of the Australian Space Discovery Centre Liability and Property Insurances.</p>
Agency Safety Policy	<p>The Australian Space Discovery Centre has a Work Health & Safety Policy recognising its responsibility and obligations as outlined in the <i>Work Health Safety Act 2011</i>, to create and maintain a safe and healthy environment for all workers and other persons on site.</p> <p>The Discovery Centre apply risk management strategies to identify, reduce, and manage risks to staff and visitors, including regularly conducting and reviewing risk assessments across all programs and exhibitions.</p> <p>The Australian Space Discovery Centre also complies with the Commonwealth Child Safe Framework, the National Principles for Child Safe Organisations and relevant state and territory legislation.</p> <p>Further information can be found in the <i>Child Safety</i> section below, and online at childsafety.gov.au</p>



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<p>Conditions of Entry</p>	<p>The Discovery Centre maintains the following conditions of entry:</p> <ol style="list-style-type: none"> 1. Staff of the Discovery Centre may deny entry or remove a visitor from the premises at their discretion. <p>Visitors have a shared responsibility for their own safety and the safety of others. Visitors must:</p> <ul style="list-style-type: none"> • Take responsible care of their own health and safety • Treat staff and other visitors with respect • Take reasonable care to ensure they do not adversely affect the safety of others; and • Comply with all instructions given by staff so far as they are reasonably able to. <ol style="list-style-type: none"> 2. Children under the age of 12 must be accompanied by an adult (over the age of 18) at all times. 3. Food and drink is not permitted in the gallery, theatre or endeavour room. 4. Running skates, skateboards and heely shoes are not permitted in the Discovery Centre. Shoes must be worn at all times except on exhibits as signposted or instructed by staff. 5. Photographs and videos must not be taken of staff, visitors, or their children without their permission. 6. Objects which may pose a danger to others (umbrellas, camera tripods etc.) must be left at the entrance or other location as directed by staff. 7. The Discovery Centre and Lot Fourteen grounds are a designated non-smoking area in accordance with Commonwealth and Territory Legislation. Smoking and vaping is not permitted anywhere in the Discovery Centre or Lot Fourteen Grounds. 8. All visitors to the Discovery Centre are responsible for the safe keeping and security of their own personal belongings and valuables whilst on the premises. The Discovery Centre does not accept responsibility for the negligent acts or omissions of visitors. The Discovery Centre's liability to visitors is limited to loss and damage caused by a negligent act or omission by the Discovery Centre. 9. Surveillance cameras monitor and record the premises and exhibits at all times for the purposes of: <ul style="list-style-type: none"> • Internal quality monitoring; • The security and safety of staff; and • Ensuring public safety. <p>The information collected by surveillance cameras will not be used for any other purpose or disclosed to any other person or organisation unless such a use or disclosure is authorised by or under the Privacy Act 1988 or any other laws. The Discovery Centre will handle personal information in accordance with its Privacy Policy.</p>
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<p>Child Safety</p> <ul style="list-style-type: none"> • <i>Staff Requirements and Accreditations</i> • <i>Commonwealth Child Safe Framework</i> 	<p>The Australian Space Discovery Centre is committed to providing a safe environment that:</p> <ul style="list-style-type: none"> • protects all children, young people and vulnerable people from harm or risk of harm • upholds the rights of children, young people and vulnerable people to feel and be safe. <p>It is a condition of employment at the Discovery Centre that all staff have a Working With Children Check (WWCC) and National Police Check. All staff must also maintain current Child Safe Environments Training via the SA Department of Human Services.</p> <p>All staff are trained in harm prevention and reporting protocol informed by departmental policy, relevant legislation and best practices in child safety. The Discovery Centre contributes to a detailed annual Child safety statement of compliance for the Department of Industry, Science and Resources; the report is freely available online.</p>
<p>Emergency Management</p>	<p>Emergency alert and evacuation tone systems are in place across the Discovery Centre and are tested monthly. In case of an emergency, trained Wardens will advise and direct all visitors on appropriate actions. This includes coordination of ambulance attendance at the Discovery Centre.</p>
<p>Incident Reporting and First Aid</p>	<p>The Discovery Centre is committed to providing and maintaining a safe environment for visitors to the centre. A formalised incident reporting process is in place and visitors are encouraged to report incidents, injuries and/or 'near misses' to identify and access potential hazards. If an injury or 'near miss' occurs, please report it to staff as soon as is safely possible.</p> <p>First Aid kits are readily accessible to staff and onsite first aid officers at the Career and Information Hub. If needed, the Carers room (adjacent to the Endeavour Room) can be used for first aid purposes with visitors. The Centre Manager and MSS security guards onsite act in the role of First Aid Officer in the case of an injury or medical emergency.</p> <p>Automated External Defibrillators (AEDs) are located at the Career and Information Hub, and also within the reception/entry area.</p>



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<p>Duty of Care and Student Behaviour</p>	<p>All visitors to the Discovery Centre have a shared responsibility for their own safety and the safety of others. In accordance with the Work Health and Safety Act 2011, visitors are to:</p> <ul style="list-style-type: none"> • 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 Discovery Centre staff so far as they are reasonably able to. <p>Duty of care requires that all students, and children, are to be accompanied by a teacher or responsible adult associated with the group at all times whilst at the Discovery Centre.</p> <p>All teachers and adults accompanying the school or group are responsible for the behaviour of children in their care, and are to ensure that behaviour is respectful to other visitors, Discovery Centre staff and the exhibits and facilities.</p>
<p>Student to Supervisor Ratio</p>	<p>Where possible, the Discovery Centre will maintain a ratio of approximately 15 students per facilitator.</p> <p>Visiting groups are responsible for meeting their own staff-to-student ratios as required by their school. Additional supervisors are welcomed. Please note that Discovery Centre staffing levels do not count towards mandated teacher-to-student supervision ratios.</p>
<p>Toilet Facilities</p>	<p>Toilets, including ambulant and accessible facilities, are available within the Discovery Centre. Sanitary bins are in both <i>Male</i> and <i>Female</i> toilets. A carers room is also available, which includes a change table, sink and microwave.</p>



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<p>Access</p>	<p>Physical Access</p> <ul style="list-style-type: none"> • The Discovery Centre is a wheelchair-friendly venue. Accessible toilets are available. <i>Please contact the Discovery Centre (info@discover.space.gov.au) for specific information.</i> • One (1) wheelchair is available for use throughout the centre. A form of photo identification must be presented to staff to access a wheelchair. • The on-site Lot Fourteen Wilson car park contains twelve (12) accessible parking spots, and is approximately 300m from the Australian Space Discovery Centre. • Wherever possible, school bookings will have exclusive use of the Discovery Centre while they are on site for a booked <i>Schools in Space</i> session. We will seek to communicate early where attendees external to your group may be present. <p>Additional Accessibility (Neurodiverse, Hearing or Vision Impaired visitors)</p> <ul style="list-style-type: none"> • Braille signage is located around the Discovery Centre, highlighting various text displays and providing accessible information to sight impaired visitors. • A Hearing Loop (audio induction loop) sound system can be enabled in the Theatre for presentations and special events. Please make sure to request this ahead of your visit so that the system can be equipped in a timely manner. • The Discovery Centre Sensory Guide is a comprehensive overview of the lighting, audio, and other sensory considerations for this facility. Visitors can download a copy on the website or request a physical copy upon arrival. • The Discovery Centre utilises the Overlay app to enable self-guided, Augmented Reality (AR) tours of the space gallery. The app can be downloaded on a personal device or used via a loan iPad by request.
<p>Temperature, Weather and Appropriate Clothing</p>	<p>All visitors are required to wear footwear whilst in the centre. Students and staff are advised to wear flat, no slip footwear to enable ease of movement across all floor surfaces. While the Discovery Centre is temperature controlled, visitors are recommended to ensure appropriate clothing is worn.</p> <p>In Adelaide, Summer temperatures in the high 30°C to 40°C range are quite common, with some days even exceeding 40°C. UV radiation can be high, so please ensure you have adequate sun protection and hydration when outside during the day. Winter in Adelaide can be cold with temperatures ranging from 8°C to 15°C. Please come prepared with adequate clothing and footwear for cold temperatures.</p>



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Food and Drinks	<p>Food and drink are not permitted in the Theatrette, Space Gallery or Endeavour Room, but may be consumed in dedicated areas of the Centre. The surrounding Lot Fourteen precinct or nearby Botanical Gardens also provide suitable outdoor eating areas.</p> <p>An independently owned and operated café is located on North Terrace, immediately in front of the Discovery Centre (<i>Table on the Terrace</i>). Food and drink can be purchased here.</p>
Photography and Filming	<p>If your school or group is visiting for a special event, we will communicate early and seek consent for any on-site photography or filming that will occur.</p> <ul style="list-style-type: none"> • Consent (via a media release form) of child/young person and their parent/guardian is required prior to any Discovery Centre staff taking images, both in Discovery Centre and during outreach engagement events undertaken by the Agency. Disclosure will be made as to how any permitted images of children or young people is used. • Only Departmental assets and devices may be used to take images of visitors with the use of personal devices to take images being prohibited.
Construction/Maintenance/Repair	<p>Licensed personnel are used for all construction, maintenance and repair work at the Discovery Centre. All works will be scheduled outside of regular business hours unless exceptional circumstances make this necessary.</p>



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<p>Infectious Disease Outbreak</p>	<p>To help make this a safe experience, we will implement safety measures in the case of an infectious disease outbreak. Risk controls during a widespread outbreak include:</p> <ul style="list-style-type: none"> • Limited numbers of people who can attend each session • Keeping School Groups separate from other visiting groups through timed, ticketed sessions • Physical distancing - floor markers and other signage is in place • Hand sanitiser stations located throughout the building • Safety signage to indicate how to interact with Discovery Centre exhibits • Regular and additional cleaning procedures • Separate entry and exit doors and one-way movement encouraged throughout the building <p>How you can help:</p> <ul style="list-style-type: none"> • Follow directions from our staff and as shown on our safety signage • Ensure you maintain a distance of at least 1.5m from other people, in line with physical distancing guidelines • Practice good hygiene. Wash your hands well with soap and water. Hand sanitising stations are found throughout the centre, and adjacent to every interactive in the Space Gallery. <p>If you have been advised to self-isolate, if you are unwell and/or if you have been to any known ‘affected locations’ within 14 days of your planned visit, you must not visit the Discovery Centre.</p>
<p>Equipment</p>	<p>All equipment at the venue is maintained in accordance with WHS Regulations, appropriate standards and codes of practice. Risk assessments are conducted across the use of equipment in the Discovery Centre Schools in Space Program.</p>



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Australian Space Discovery Centre School Excursion Risk Assessment

In-Centre Visits

Activity/Program/Area	Recommended age group/fitness level/prerequisite skills	Staff Accreditation/competence for this activity	Potential Risks Hazards and risks relating to each activity, program, gallery and the venue	Control Strategies Strategies for ensuring visitor safety for this potential risk
General Activities at the Discovery Centre	All ages Refer to age recommendations when booking in our <i>Schools in Space</i> program suite.	Trained Staff and Presenters	Low Risk: Injury sustained on the Discovery Centre site requiring first aid or emergency response support	<p><i>In all areas of the Discovery Centre, Duty of Care lies with the teachers or responsible adult associated with the school. Students must be accompanied by a teacher or responsible adult associated with the school at all times.</i></p> <ul style="list-style-type: none"> • Active teacher/carer/parent supervision required • Trained staff actively monitor gallery space and exhibits • Clear visual instructions are present for visitors throughout the Space Gallery • Facilities maintenance and prevention programs, including exhibits, are scheduled and implemented to identify hazards and controls to provide a safe centre • Incident reporting processes are in place to report all incidents/accidents and hazards and first aid at the Discovery Centre • Security staff monitor the Discovery Centre 24 hours a day, 7 days a week, with an on-site, first-aid trained Security Officer during operating hours • Trained Discovery Centre staff coordinate security and emergency response at the Discovery Centre • All staff are trained in emergency evacuation procedures • First Aid kits, and AEDs are located in the Career Hub and Reception areas.
Space Gallery	All ages	Trained staff and presenters	Low Risk: Injury sustained on the Discovery Centre site requiring first aid or emergency response support	<ul style="list-style-type: none"> • Active teacher/carer/parent supervision required while students are in the Space Gallery • Trained staff actively monitor gallery space • Showcase cabinets remain locked and are placed out of walkways • Clear visual instructions for visitors (including Braille signage)



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Endeavour Room	All ages	Trained staff and presenters	Low Risk: Injury sustained on the Discovery Centre site requiring first aid or emergency response support	<ul style="list-style-type: none"> Active teacher/carer/parent supervision required Trained staff actively monitor gallery space Tactile displays have undergone risk assessment and safety testing.
Online Sessions				
Activity/Program	Recommended age group/ prerequisite skills	Staff Accreditation/competence for this activity	Potential Risks Hazards and risks relating to each activity or program	Control Strategies Strategies for ensuring visitor safety for this potential risk
Pre-booked school session	All ages Refer to age recommendations when booking in our <i>Schools in Space</i> program suite.	Trained presenters	Low Risk: Online interactions with students via Microsoft Teams video conferencing.	<ul style="list-style-type: none"> Staff are allocated in pairs to deliver digital presentations Sessions are hosted on Departmental software and equipment Online engagement occurs via teacher device, ensuring students do not have one-on-one contact with presenters In cases where microphone and camera are used, they will only be enabled during exclusive school sessions. Images/audio of students will not be saved or reproduced without obtaining express consent.
Digital Q&A (public event)	All ages	Trained presenters Space professionals or other guest speakers (selected by Discovery Centre team)	Low Risk: Online interactions with students via Microsoft Teams video conferencing. Other members of public may have access to shared Q&A chat function.	<ul style="list-style-type: none"> In Digital Q&A events, a 'Town Hall' meeting style is enabled. This grants video and audio sharing permission to presenters (Discovery Centre staff) only Public Q&A chat function is moderated by staff to ensure content is appropriate When online events are recorded and posted on YouTube, they are published in 'child safe' mode (disabling certain comment activity).



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Version control

Date	Detail	Version number
2/09/2025	Revision and inclusion of National Child Safe Principle and Online Schools in Space programs.	1.04



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