

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	Resource Recovery Centre		
Location	261 Ophir Road, Orange NSW 2800		
Phone number	02 6393 8861	Fax number	02 6393 8862
Web address	www.orange.nsw.gov.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Council staff may guide the activity, however, total supervision remains the sole responsibility of the school/organisation.
- It is also the responsibility of the visiting organisation to ensure that the visit is endorsed and covered by the school's/organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.

Pre-Visit

- Teachers/ organisers must review the "Venue and Safety Information" form and the "OH&S Risk Assessment & Control Plan".
- All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

- Teachers/organisers and all attendees must await instructions from the tour leader before allowing participants to alight from Vehicle(s).
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	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>
Information, presentations on waste reduction strategies “Reduce Reuse Recycle”, Landfill operations including environmental monitoring and management strategies	All ages	Trained RRC, Council and NetWaste staff	Slips, trips and falls Minor cuts and abrasions from touching items, ie recycled materials and goods stored within the Recovery Shop and environs	Setting out rules and regulations of the RRC prior to admission. Students to be supervised by teachers. Desirable adult/student ratio 1:15
Activity Sheets and researching topics	All ages	Trained RRC, Council and NetWaste staff	Not being aware of surrounding activities, ie traffic/pedestrian conflict	Setting out rules and regulations of the RRC prior to commencing the activity. Students to be supervised by teachers and reminded to be conscious of the environment and to remain alert.
Outdoor inspections such as the community art and sculpture, receival station, Material Recovery Facility (MRF) operations, Recovery Shop operations, landfill and processing site operations including green waste, scrap steel and construction and demolition processing sites	All ages	Trained RRC, Council and NetWaste staff	UV radiation Hygiene Minor injuries/grazes from fall or trips Traffic/ pedestrian conflict Falling from elevated heights Contact with oil and batteries	Setting out rules and regulations of the RRC prior to commencing the inspection. Students to be supervised by teachers; hats worn; sunscreen available; first aid kit on site

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Ear plugs for inspection of the MRF	<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"/>

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</i>	If Council equipment is abused during a school visit, Council may seek compensation for any damages or expenses incurred as a result of such abuse, eg discharging fire extinguishers, setting off smoke or heat sensors or turning on fire hose reels when there is no fire, etc.
	Enclosed footwear is required by attendees to RRC tours

venue	Hat and sunscreen is recommended	
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	The RRC is staffed during arranged hours providing assistance for awareness and guidance on environmental issues with strategies to minimise waste and promote sustainable resource management practices.	
Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-related employment	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"/>
	If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?	
	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"/>
	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."	

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity	Public Tours of Orange Resource Recovery Centre (RRC) – Ophir Road, Orange
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Hazard/ Risk Identification (Type/Cause)	Probability/ Consequence		Current Controls	Risk Management Plan Elimination or Control Measures		
	Prob.	Cons.		Action Summary- Immediate/ Interim Control	Who	When
Traffic/Pedestrian Conflict	Probable	Fatal	Coordination of visitors for orderly inspection of sites.	Attendees to be supervised and instructed to be aware of traffic movement whilst on the site.	OCC Staff & teachers	Induction & during tours
Uneven path, steps & elevated platforms	Occasional	Negligible	Prevention of Slips, trips & falls by raising awareness.	No running policy. First Aid if required.	OCC Staff	OCC Induction
Drowning	Remote	Fatal	Access restricted by security fencing.	Students adequately supervised (1 teacher: ~15 students)	Teachers	During tour
Sunburn / Heat Exhaustion	Occasional	Negligible	Hat, sunscreen supplied by school/organiser	Information sessions held undercover as much as possible.	OCC Staff	During tour
Chemical Stores	Remote	Marginal	Access restricted	If alarm/leak/spill – direct emergency procedures.	OCC Staff	During tour
Snake Bite	Remote	Fatal	Raise awareness during induction	First Aid procedures for snake bite.	OCC Staff	During tour
Ill health associated with sights/odours	Remote	Negligible	Raise awareness during induction	First Aid procedures for nausea/chock etc.	OCC Staff	During tour
Exposure to airborne & surface pathogens	Remote	Negligible	Food not to be provided / consumed during tour. Attendees excluded from the landfill operational site. Site regularly watered to suppress dust.	Wash down of face and hands if sprayed.	OCC Staff	During tour
General injury eg. cuts	Remote	Negligible	Raise awareness not to touch rails etc.	First Aid is required.	OCC Staff	OCC Induction
Consulted with RRC staff and NetWaste staff Coordinator - Wayne Davis				Action Plan Communicated to - Schools Via - Internet		
Date 25 November 2006						

Monitor and Review			
• Are the controls still effective?	YES	• Have there been any changes?	NO
• What further action is required?	NIL	• Are all staff aware of the controls?	YES
Signature:		Review Date – December 2009	

The information provided above was current as at December 2008. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue. When this information is revised it will be accessible from Orange City Council's web site www.orange.nsw.gov.au.

Comments:

Venue and Safety Information reviewed by NetWaste, RRC and Council Staff.