

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	Australia Telescope National Facility - Compact Array Visitors Centre			
<b>Location</b>	Paul Wild Observatory, 25 km west of the town of Narrabri in rural NSW			
<b>Phone number</b>	(02) 6790- 4000	<b>Fax number</b>	(02) 6790- 4090	
<b>Web address</b>	www.outreach.atnf.csiro.au			
<b>Insurance</b>	Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/ prerequisite skills</b>	<b>Staff accreditation/ competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
INTERNAL - Visitors Centre - static displays inside the centre on walls, display stands and also a theatrette (NB: Access to inside displays will be closed from April 2005 due to refurbishment except by prior arrangement with the Officer-in-charge)	All ages from primary upwards No specific fitness requirements No skill prerequisites but basic literacy would improve interest	Prior arrangement required to have staff available. They are knowledgeable about displays, competent in visitor information services and have all received safety training relevant to the site	INTERNAL: Loose chairs and tables - could be tipped over if usual care not shown. Dimmed lighting in theatre.	General supervision required. Requires user care in use of furniture and fittings.
EXTERNAL -Visitors Centre - review of static displays in grounds (gradually being upgraded to provide a more comprehensive display) and also to view the 5 antenna from the centre grounds.	All ages from primary upwards No specific fitness requirements No skill prerequisites but basic literacy would improve interest	Prior arrangement required to have staff available. They are knowledgeable about displays, competent in visitor information services and have all received safety	EXTERNAL: Sun - can become very hot and limited shade is available.  Bushfires - rural area so there is a fire risk during the season.  Wildlife:	General supervision required. Recommend all visitors come prepared for the heat and exposure to elements such as wind, rain, sun in summer, cold in winter etc. Use of sunblock and mosquito repellent highly recommended. Hats, sunglasses, long sleeved clothing and sunglasses also reduce the risk from UV exposure. Bring adequate drinking fluids as purchase of drinks is not available. Drinking water is available from taps.

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		training relevant to the site	<p>Insects - rural area.          Mosquitos - in this region can carry Ross River Fever / Dengue Fever.          Snakes and spiders may be present under displays, in toilet areas and/or in the grounds.          Kangaroos on roads and in the grounds.          Birds:          Territorial/swooping magpies and butcherbirds can be present in spring.</p> <p>Slips, trips and falls: the ground may be uneven in places.</p>	<p>Anyone with allergic reaction to bites eg bull ants or bees etc should take special precautions as 25km away from hospital facilities.          Visitors to be warned not to touch or approach insects, snakes, or other wildlife. NB: this area has many wild kangaroos - not to be approached.          Due care required in the grounds - no running around the displays. No climbing on displays unless marked as specifically intended for this purpose. Wearing of closed in low heeled shoes recommended to avoid slips and trips.          Access is prohibited to some areas outside the Visitors Centre as marked by signage.          Adherence to such "prohibited or limited access" signs and any other safety signage is required by all visitors.</p>
EXTERNAL - BBQ's and picnic areas (with currently only 2 small covered areas for shade)	" "	" "	<p>Heat          Snakes, spiders etc          Birds can be a nuisance around BBQ/food tables.</p>	<p>Supervision required.          Use only as intended with due care.          Users to take extra care to ensure small hands do not come into contact with the hot areas.          As above regarding warnings about insects and wildlife.</p>
EXTERNAL - Antenna Track visit to view the outside of each one of the 5 antenna from closer proximity. Only by prior arrangement as special safety conditions and operational restrictions will prevail.	Short walk	Local staff trained in local safety procedures required.	<p>Sun &amp; other weather risks as above.          Slips, Trips, Falls due to uneven surface on track and loose shale. Also a small unfenced pulpit is to be walked across to access the track from the Visitor Centre.</p>	<p>Supervision required.          Controls for sun and heat/cold/rain as above          Wearing of closed in low heeled shoes recommended to avoid slips and trips. Be aware of the possible uneven ground.          Keep to the track - no access intended to the sloping areas close to the antenna. No climbing on to the antenna structure.          Visitors to stay with the group to avoid stragglers not being easily noticed by vehicles. Vehicular access is generally very noticeable and ample</p>

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			Moving vehicles use the track on an infrequent basis. Unfenced slopes with very loose gravel lead off the track to the actual antenna entry - not for access. Risk of falling objects when close to the antenna.	time to reconvene group into a safe area. All drivers are very familiar to the site and would be accessing for specific maintenance only. Hard hats required for the antenna walk as may come closer than 15m radius where the risk of falling objects exists. Groups limited to 25 at a time in this area including one adult for every 7 children.
EXTERNAL & INTERNAL - Antenna Track combined with access to the antenna. Only by prior arrangements as special safety conditions and operational restrictions will prevail.	Short walk Steps. Short ladder.	Local staff member trained in local safety procedures required.	As above for Antenna Track PLUS: Moving plant Electricity Noise Heights - steep steps with open handrail	As above for Antenna Track PLUS: Access only by prior arrangement with coverage of special safety conditions required. Strict supervision applies. Good non-slip shoes are required (runners are fine, but thongs and high heels are not). Groups limited to 7 at a time, in the antenna, including one adult (in addition to the guide).
EXTERNAL & INTERNAL - Walk to the control building from the Visitors Centre. Only by prior arrangements as special safety conditions will prevail.	Longer walk Stairs	Local staff trained in local safety procedures required.	As above for Antenna Track PLUS: Electrical components and equipment Computer banks Stairs Office work environment combined with technical areas	As above for Antenna Track PLUS: No equipment to be touched. Close supervision applies Groups limited to 15 at a time in this area including one adult for every 7 children.

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<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Hard Hats required for activities involving coming within a 15m radius of antenna. These are provided.	
	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>Other requirements</b> <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	Sunscreen, mosquito repellent, long sleeved clothing, wide brimmed hats, sunglasses recommended for protection from UV - not provided for visitor use.
	Cold and/or wet weather wear recommended when applicable - not provided for visitor use.
	Mobile phones must be turned off when on site so that they do not interfere with radio observations. Mobile phone coverage is poor at site anyway (only good quality CDMA phones can receive a signal).

<b>Supervision/services</b> <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Visitor talks on the displays and venue operational activities by prior arrangement.
	Antenna track, antenna tour and Control Room tour by prior arrangement. A guide will be provided. Operational constraints limit the availability of these tours.

<b>Access</b>	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 type="checkbox"/> No <input checked="" type="checkbox"/>

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<b>Emergencies</b>	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"/>
<b>Construction/ Maintenance/ Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First Aid</b>	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 type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Child-related employment</b>	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 checked="" type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input type="checkbox"/> No <input checked="" 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."		

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