

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Australia Telescope National Facility - Parkes "The Dish" - Visitors Discovery Centre			
Location	Off the Newell Highway, 20 km north of Parkes in rural NSW			
Phone number	(02) 6861 1777	Fax number	(02) 6790- 4090	
Web address	www.outreach.atnf.csiro.au			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
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>
INTERNAL - Visitors Centre - static displays inside the centre on walls, display stands and also two theatrettes. Shop with Souvenirs, books, posters and science toys.	All ages from primary upwards No specific fitness requirements No skill prerequisites but basic literacy would improve interest	Staff are knowledgeable about displays, competent in visitor information services and have all received safety training relevant to the site	INTERNAL: Premises is established for the purpose intended. Risks are as for any internal display centre - accidental trips, bumps into displays etc	General supervision required. Requires user care in use of furniture and fittings. There are self closers on the doors so users should be aware of this re risk of pinching.
EXTERNAL -Visitors Centre - review of static and interactive displays in grounds and also to view the "Dish" from the 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 training relevant to the site	EXTERNAL: Sun - but plenty of shaded areas are available. Some displays resemble climbing equipment but this is not intended function and not set up with safety precautions for climbing purposes. Bushfires - rural area	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 recommended. Hats, sunglasses, long sleeved clothing and sunglasses also reduce the risk from UV exposure. Drinking water is available and drinks may be purchased from the cafe. Anyone with allergic reaction to bites eg bull ants or bees etc should take special precautions as 20km away from hospital facilities.

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			<p>so there is a fire risk during the season.</p> <p>Insects - rural area.</p> <p>Snakes and spiders may be present under displays, in toilet areas and/or in the grounds.</p> <p>Kangaroos on road leading to the centre</p> <p>Slips, trips and falls as being outside - the ground may be uneven in places.</p> <p>Small number of steps on site.</p> <p>Access after hours is at own risk.</p>	<p>Visitors to be warned not to touch or approach insects, snakes, or other wildlife. Due care is required in the grounds around the displays and in the toilets in case snakes and spiders may be present. Maintenance does strive to reduce this risk. Visitors are requested not to access the gardens around displays for this same reason. Care is required on the couple of steps up to the "whispering telescope" interactive display to prevent falls. Visitors are requested to observe "no climbing on displays" unless they are marked as specifically intended for this purpose. Wearing of closed in low heeled shoes is recommended to avoid slips and trips on any uneven outside grounds. 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. Any access to grounds after hours is at user own risk as CSIRO staff will not be present.</p>
EXTERNAL - BBQ's and picnic areas provided	" "	" "	Heat on plates	<p>Supervision required.</p> <p>Use only as intended with due care.</p> <p>Users to take extra care to ensure small hands do not come into contact with the hot areas.</p>
Licensed dish café.	" "	" "	Premises separately owned and managed so do not fall under CSIRO safety management.	<p>Supervision required.</p> <p>Use only as intended with due care.</p>
3D and other theatrette	" "	" "	Dimmed lighting - could present risk of slips, trips and falls. Loose chairs (not secured to flooring so could topple)	<p>Supervision required.</p> <p>Use only as intended with due care.</p>

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Car Park Area			Moving vehicles - large area with buses, trucks, cars not necessarily in marked spacings.	Supervision required. Use only as intended with extra care when alighting from or entering transport.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

3D Space Theatre - viewers are issued with special glasses for viewing - these do not significantly impair normal vision but wearers should remain seated.

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?

Yes No

Other requirements

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

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 observatory grounds as they can interfere with observations.

Supervision/services

List services provided by venue staff

Visit to one or both of our theatres

A talk about the telescope by one of our staff

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<i>including briefings, guided tours, supervision of activities etc</i>	A question and answer session with one of our staff	
	Time to look and use the displays and exhibits	
Access	<i>Are access to and egress from the premises safe and without risk to health?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Is the venue wheelchair accessible?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are disabled toilets available?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	<i>Are emergency procedures in place in the venue?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Are staff trained to deal with emergency situations?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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