

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	EnergyAustralia NSW: MT PIPER POWER STATION 'ENERGY EXPO' and POWER STATION TOURS			
Location	MT PIPER POWER STATION, 350 BOULDER ROAD, PORTLAND NSW 2790			
Phone number	02 6354 8111	Fax number	02 6354 8127	
Web address	http://energyaustralia.com.au/about-us/what-we-do/generation-assets/mtpiper-power-station			
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>
ENERGY EXPO VISIT	All ages. School children minimum age for understanding process is 9 years	Primary school teacher level	Use of interactive equipment (step machine, winch, cycle) require some supervision	Maintenance of equipment. Adequate teacher/pupil staffing ratio required. Minimum ratio is one teacher for each 15 students First Aid Kit and Defibrillator available Land line Phone available for emergency response designated line
POWER STATION TOUR	All ages catered for but again minimum school age level to benefit from tour is Year 5	Teacher level of training suited to the age of the children attending	Usual risk associated with walking, using stairways, noise, possible airborne dust, Fear of Heights	Annual risk assessment conducted on tour route. Hazards generally eliminated. Yellow paint used to highlight walking hazards. Personal Protection Equipment issued to all persons on tour. Instruction issued regarding conduct during tour. Student to adult escort ratio is 15 children to one adult escort. On site tour is discontinued at the discretion of the tour guide if any serious behavioural and safety problems occur. Tours can be cancelled if any on-site conditions have the potential to impact on the safety of the tour group, i.e. weather issues.

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				<p>No open shoes to be worn on site. This is mentioned in the confirmation letter prior to tour.</p> <p>Tour guide training with regular refresher. Mandatory requirement is that teachers accompany students at all times while at the Energy Expo and on the Power Station Tours.</p> <p>Security Escort provided for larger tours to ensure appropriate behaviour,</p> <p>Radio available to tour guide for communications to Shift Leader and Gatehouse.</p> <p>No cameras or bags or mobile phones allowed on site.</p>
PICNIC AREA USE	Any age	Adult supervision of children	Risks associated with cooking food on BBQ. Possible presence of wildlife (mainly kangaroos) Trip Hazard	<p>Area cleaned and maintained.</p> <p>Supervision of children required.</p> <p>Not allow playing on brick wall</p> <p>No running around the picnic tables and BBQs</p> <p>Correct use of BBQ equipment and utensils.</p> <p>Only adults to use the BBQs</p> <p>Do not approach any wildlife</p> <p>First Aid Kit and Defibrillator in the Energy Expo</p>
PLAYGROUND	Any age	Adult supervision of children	Risks associated with using playground equipment. Possible presence of wildlife (mainly kangaroos)	<p>Area cleaned and maintained.</p> <p>Supervision of children required</p> <p>Do not approach or feed wildlife</p> <p>First Aid Kit and Defibrillator available in Energy Expo</p> <p>Land line Phone available for emergency response designated line</p>
CLIMATE			Local weather conditions (seasonal temperatures can be extreme hot or cold)	<p>Advising visitors before coming on site. The cooler months can be between April and November.</p> <p>This is mentioned in the confirmation letter prior to tour.</p> <p>In the summer months sunscreen must be worn</p> <p>Tours can be cancelled or modified if any on-site</p>

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				conditions have the potential to impact on the safety of the tour group, i.e. weather issues such as extreme wind, rain, sleet, snow.
HEIGHTS	Any age	Adult supervision of children	Heights up to 110 metres while on a station tour.	Informing visitors before going on tour. Amending tour route if necessary. Notification to Shift personnel that a tourist(s) requires assistance
LIFTS	Any age	Adult supervision of children	Enclosed Space	Informing visitors before going on tour. Amending tour route if necessary. Notification to Shift personnel that a tourist(s) requires assistance
CLOTHING NEEDED	Any age	Adult supervision of children	Trip Hazard/Personal Injury	Covered in shoes must be worn (no thongs or sandals or high heels). Hard Hats, snoods safety glasses will be provided Teachers are provided with High Visibility Vest
ANY INAPPROPRIATE BEHAVIOUR	Any age	Adult supervision of children	Tour group safety.	Any misbehaviour will lead tour being terminated. Immediate removal of to the perpetrator or tour group from site. Tour guide and Tour escort to have radio on person at all times. Guide can request assistance from other guards or EA personnel if necessary.
EMERGENCY EVACUATION	Any age	Adult supervision of children	Tour group safety. On site emergency experienced while tour group on site.	Emergency instructions to be followed at all times. Emergency / Response Plan in place. Tour group taken from site as soon as possible by the safest route. Tour route risk assessment conducted annually.
INFECTION CONTROL	Any Age	Adult supervision of children	Infection Transmission	Limit tour group numbers to 20 during periods of known infection Modification of tour route in consideration of social distancing protocols Lift can't be used Coughing/Sneezing protocols to be followed Covid Declaration completed prior to coming on site Use of hand sanitiser prior to tour.

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				Washing hands as required Face Mask worn by tour guide and security escort Cleaning of Energy Expo after tour has left site Provide disposable gloves provided to tour group to be worn during tour
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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Safety Helmet/Bicycle Helmet	
Snood/hair protector	
Protective eyewear / eye shield for personal eyewear	
Disposable Gloves during periods of known infection	
Face masks for tour guide and security escort	<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 sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>	Solid enclosed footwear required. No high heels or sandals.
	Sturdy clothing advised with appropriate warm clothing for children in cooler months as the tour will expose people to some extreme temperatures.
	Sunscreen recommended in Summer months.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Briefings and pre-tour instruction provided including Covid Declaration when needed
	Tours are fully guided with addition of Security Guards
	Groups are supervised while attending venue but full co-operation of teachers/guardians is required.

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"/>
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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? Mandatory requirement for the tour is that teachers and parents' escorts are actively involved in the supervision and behaviour control of the tour group. The students are accompanied by teachers and parent escorts at all times while at the Expo and on the power station tour.	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? 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."	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

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