

VENUE AND SAFETY INFORMATION FOR VISITS AND TOURS AT WENTWORTH MAIN MINE



Venue name	Wentworth Main Mine		
Location	Mitchell Highway, Lucknow		
Phone number	(02) 6393 8444	Fax number	n/a
Web address	http://wentworthmine.orangemuseum.com.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.
- It is a requirement to have 1 teacher (or supervisor) for every 10 students.

Pre visit

- Teachers/ organisers must review the Venue and Safety Information which includes a venue risk Assessment and control plan
- All participants must be informed of relevant control measures and behavioral requirements.

Upon Arrival

- Teachers/ organisers will be greeted by Wentworth Main Mine staff and given an overview of the venue
- Safety instructions will be provided to teachers and students prior to visits

Site Rules and information

- Visitors entering the site do so at their own risk.
- Asbestos occurs naturally on this site
- Wentworth Mine is a NON-SMOKING site
- Visitors must stay on the designated walkways
- Buildings are made of corrugated iron...take care to avoid contact with exposed edges, etc.
- Do not touch or climb on any equipment
- Visitors must obey all signs and instructions
- Visitors must follow all accident and emergency procedures as required
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 - By reporting all incidents and hazards to Mine staff
 - Report all unsafe conditions
 - A First Aid kit is located in the Pay Office
- The use of or taking of illicit drugs or alcohol or being under the influence, is prohibited
- Beware of snakes
- The removal of objects or artefacts from this site is prohibited
- The site requires a medium level of fitness: 300m round trip with approximately 30 steps, you will walk on a gravel surface.

Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	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>
Self-guided visit of Wentworth Main Mine	Primary school age and above	Trained staff and volunteers present at all times.	Trips and falls, injury from contact with historical objects and buildings	Teacher/organiser review of Risk Assessment. Staff training and supervision.
Tour of Wentworth Main Mine	Primary school age and above	Trained staff and volunteers to led tours and stay with group at all times.	Trips and falls, injury from contact with historical objects and buildings	Teacher/organiser review of Risk Assessment. Staff training and supervision.

Equipment

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

Museum objects PPE for object handling – cotton gloves	Pencils, clip boards, worksheets
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Is all equipment at the venue maintained in accordance with the WHS Act/ Regulations and appropriate standards? Yes No

Other requirements

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 and hats to be provided by participants

Covered shoes to be provided by participants

Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc.

Site Tour with staff

Self-guided visit, with supervision from staff

Access	<p><i>Are access to and egress from the premises safe and without risk to health?</i></p> <p><i>Is the venue wheelchair accessible?</i></p> <p><i>Are disabled toilets available?</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i></p> <p><i>Are staff trained to deal with emergency situations?</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Construction / Maintenance / Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<p><i>Are first aid kits available for each activity?</i></p> <p><i>Is there a trained first aid officer at the venue?</i></p> <p><i>Is a first aid room available?</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

Child-related employment	<p><i>Are employees of our 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?</i></p> <p><i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i></p>	<p>Yes</p> <p>NSW Commissioner for Children & Young People</p>
Child-related employment	<p><i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i></p> <p><i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i></p>	<p>Yes</p> <p>All staff working with school aged children have complete a working with children check through the Office of the Children’s guardian.</p>

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity	Visits and Tours - Wentworth Main Mine
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Hazard/ Risk Identification (Type/ Cause)	Probability/ Consequence			Current Controls	Risk Management Plan Elimination or Control Measures		
	Likelihood	Consequence	Rating		Action Summary – Immediate/ Interim Control	Who	When
Trips and falls on steps and external areas	Likely	Minor	4	Teacher supervision. Maintenance of venue	Safety information provided First aid if required	Staff	Pre visit info and on arrival
Sunburn/ heat exhaustion	Likely	Minor	4	Hat, sunscreen supplied by school/ organize. Groups outside for 30 mins maximum	Undercover areas available	Staff	During visit
General injury e.g. cuts	Likely	Negligible	5	Staff supervision and signage. Use of children safe craft equipment – children’s scissors etc. when required	First aid if required	Staff	When required
Skin irritation from handling museum objects	Unlikely	Negligible	5	PPE equipment provided for all object handling. Objects checked by museum staff prior to activities	First aid if required. Wash basin in venue.	Staff	When required
Structural Integrity of Sheds - There is a risk that the building structures could be unstable due to their age and could potentially collapse and significantly injure persons inside	Rare	Major	3	Maintenance, buildings have been checked by a structural engineer and appropriate works undertaken.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival

Wash Room floor - there is a risk that the wash room floor could break and give way under persons causing significant injuries	Rare	Major	3	Building has been inspected by a Structural Engineer to ensure its safety.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Stamper Battery Shed - there is a risk that if any person walks on the structure the timber will break and person will suffer significant injuries	Rare	Major	3	Visitors are prevented from walking on it the wooden structures.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Poppet Head Fall- there is a risk that the poppet head could drop and fatally injure any person walking under the device	Rare	Major	3	Ensure the poppet head structure is safely secured and that no person is allowed to walk, attempt to move or pull on any part of the structure. Supervision at all times	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Snakes and Vermin - there is a risk that visitors may come in contact with snakes and or vermin on the site suffering a bite or infection	Unlikely	Major	2	Ensure the grounds are kept clean and clear of rubbish and grass and vegetation is cut and trimmed.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Winding Engine system - there is a risk that a person may attempt to hang from the metal cable may suffer injuries if the cable gives way.	Rare	Major	3	Cable is properly secured so as not to give way should anyone attempt to hang from and climb it.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Grounds maintenance - Low hanging branches - there is a risk that visitors could be injured (face or head) by low hanging branches requiring medical treatment.	Likely	Minor	4	Ensure trees on the grounds are appropriately trimmed and maintained to ensure the safety of visitors and staff	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival

Timber and Debris on grounds - there is a risk that a visitor may slip and suffer injuries on debris left on the grounds.	Likely	Minor	4	The grounds and cleared of any unnecessary debris to prevent visitors from injuring themselves.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Condition of steps on Walkway - there is a risk that visitors could trip and fall due to the inadequate conditions of the steps on the walkway requiring medical treatment	Likely	Minor	4	Walkway is kept and maintained in a safe condition to prevent injury to visitors	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Water tank Artefact - there is a risk that visitors may be injured if they touch or come in contact with the water tanks due to their rusty condition and sharp edges	Rare	Major	3	Items are clearly marked so visitors are discouraged from touching	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Mullock Heaps; Naturally occurring Asbestos - there is a risk that the health of the visitors could be affected	Rare	Major	3	Site is thoroughly inspected and the appropriate action is taken to ensure no visitors will come into contact with the naturally occurring asbestos. A notice is displayed so visitors are aware of this and make their own decision to enter the site.	Safety information provided to all visitors First aid if required	Staff	Pre visit info and on arrival
Consulted with:					Document Created: November 2016		

This document 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.

The risk assessment and control plan has been assessed using the Risk Assessment Matrix outlined in Section 5 of OP84 Orange City Council's Work Health and Safety Management Policy and Procedures. Please refer to the table below for more information.

TABLE 5.1 – RISK ASSESSMENT MATRIX

Risk Action Table	
Risk Level	Description
1	Severe risk - this task MUST NOT proceed until the supervisor reviews the task or process and risks adequately controlled. Firstly eliminate the risk, and if not possible introduce measures to control the risk by reducing the level to the lowest level achievable. Actions must be recorded in the SMWS (if required) and monitor / review controls
2	Major risk – Urgent action to reduce / eliminate the risk. Supervisor may give permission for staff to undertake some high risk activities, provided the system of work is clearly documented, specific training given and adequate review of the task / controls undertaken. Record actions in SMWS (if required) and monitor / review controls
3	Moderate risk – action to eliminate / reduce the risk within a specified period. Record actions in SMWS (if required) and monitor / review controls.
4	Minor risk – assess the risk, determine whether current controls are adequate or if further action is needed. Monitor and review as required
5	Negligible risk – manage by routine procedures. Monitor and review as required

Risk Rating Table						
Likelihood						Risk Level Actions
Almost certain	5	4	2	1	1	1. immediate action 2. action within 1 week 3. action within 1 mth to reduce risks ALARP 4. Monitor 5. Monitor
Likely	5	4	2	1	1	
Possible	5	5	3	1	1	
Unlikely	5	5	4	2	2	
Rare	5	5	4	3	3	
	Negligible	Minor	Moderate	Major	Severe	
	Consequences					

	Description	Consequence	Description
Almost certain	Will happen: imminent or will occur within 1 to 6 months	Severe	Death or serious disability
Likely	Expected to happen: Expected to occur at least once in a 6 to 12 month period	Major	Serious injury – long term hospital
Possible	Could happen: will probably occur between 1 to 5 years	Moderate	Significant injury – short term hospital
Unlikely	Not expected to happen: may occur only once every 5 - 10 years	Minor	Injury may require first aid
Rare	Uncommon, unusual: not likely to occur within a 10 year period	Negligible	No injuries

NOTE: THE RISK ACTION TABLE WILL BE APPLIED IN ORDER OF THE RISK LEVEL