

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Beaconsfield Mine & Heritage Centre
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Location	West St Beaconsfield Tasmania 7270
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Phone number	03 6383 1473	Fax number	03 6327 4826
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Web address	www.beaconsfieldheritage.com.au	Email	beaconsfield@wtc.tas.gov.au
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Insurance	<i>Does the venue have public liability insurance cover?</i>		Yes
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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>
Arrival and departure	All ages	Teachers	Late arrival Transport/ Road Accidents	Schools should aim to arrive 15 minutes prior to their booked tour time. Lost time cannot always be made up. Guides travel specifically to conduct tours so if you are delayed, please contact the Heritage Centre on 03 6383 1473. Teachers and accompanying adults should supervise students while getting on and off coaches. The parks adjacent to the Heritage Centre are recommended for morning/afternoon tea and lunch breaks. Teachers and accompanying adults should supervise students while crossing roads to access these sites.

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Guided tours/ Self-guided tours	All ages	Teachers/ Accompanying adults/ Heritage Centre staff and volunteers	<p>Injuries caused by the inappropriate use of interactive exhibits/Damage to the Heritage Centre collection sustained through inappropriate use.</p> <p>Injuries sustained by touching machinery and heavy or sharp objects.</p> <p>Injury sustained by trips and falls on uneven or wet ground; by climbing over safety barriers; on elevated walkways and stairways; entering unauthorised areas.</p> <p>Lost students</p>	<p>Teachers must read the School Visit Guidelines, prior to visiting, and ensure that all students and accompanying adults are aware of and understand these guidelines. Guides will outline venue and safety information when groups arrive. Interactive exhibits are indicated by yellow hand signage, with instructions outlining their function & use. Teachers must supervise and provide appropriate instruction for student interaction with hands-on exhibits/objects, and prohibit the handling of exhibits that do not have interactive signage.</p> <p>Appropriate machine guards and barriers in place. Machinery and objects modified and/or decommissioned to avoid injury. Teachers and Guides must prohibit the handling of exhibits that do not have interactive signage.</p> <p>Teacher and Guide supervision and instruction at all times. Following directional signage, using handrails where provided and remaining behind barricades. Students must not run within the Centre. Warning signs placed to indicate slippery surfaces.</p> <p>Teachers to conduct head-counts at regular intervals. Teachers and accompanying adults provided with floor-plans at commencement of tour.</p>

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Cloaking	All ages	Teachers/ Heritage Centre staff and volunteers	Lost property	The Centre does not have cloaking facilities. Large bags to be left onboard coaches. Keep valuable possessions to a minimum. Report any lost property to your tour guide or a Heritage Centre staff member/volunteer

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
No personal protective equipment is required.	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, which participants are required to bring. Indicate if any items are provided by the venue</i>
Please ensure all students wear sturdy covered (closed-toe) shoes.
The Heritage Centre occupies an industrial ruin site. Some sections are outdoors and exposed to the elements, are cold during the winter months and hot during the summer. Bring jackets, hats and sunscreen appropriate to the season and be prepared for sudden changes in the weather.
Please ensure students bring water with them.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>
All groups are met by and introduced to, the Heritage Centre by staff/volunteers. Self-guided tours are given a pre-tour overview. Guided tours are accompanied and supervised by staff/volunteers for the duration of their visit.
Teachers are responsible for student behaviour and must adequately supervise all students at all times whilst on site. Our minimum student-to-adult supervision ratio is 10:1. Accompanying adults should have adequate experience and authority (at the school's discretion) to supervise groups alone for risk management purposes.

Access
<i>Are access to and egress from the premises safe and without risk to health?</i> Yes
<i>Is the venue wheelchair accessible?</i> Yes (90%)
<i>Are disabled toilets available?</i> Yes

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</p> <p>Yes</p>
Construction / Maintenance / Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i></p> <p>Owned by the West Tamar Council, The Beaconsfield Mine & Heritage Centre's construction/maintenance/repair work is undertaken by qualified and licensed staff or external contractors in accordance with Council's procedures and policies. Maintenance and repairs carried out by Heritage Centre volunteers are done so with supervision by qualified personnel.</p>	<p>Yes</p>
First Aid	<p><i>Are first aid kits available for each activity?</i></p> <p>(Note: A Portable and fixed first aid kit are held on site)</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>No</p> <p>Yes</p> <p>No</p>

Information provided is current as at time of writing. If further information is required, please contact us.

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Beaconsfield Mine & Heritage Centre 2012