



# Venue and safety information for school excursions

Work Health and Safety Directorate



<b>Venue name</b>	VALLEY HEIGHTS LOCOMOTIVE DEPOT HERITAGE MUSEUM - (Blue Mountains Division of the NSW Rail Transport Museum)			
<b>Location</b>	VALLEY HEIGHTS (BLUE MOUNTAINS) 77 km WEST OF SYDNEY			
<b>Phone number</b>	02 4751 4638 (Leave a message)	<b>Fax number</b>	N/A	
<b>Web address</b>	www.infoblueMountains.net.au/locodepot			
<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>
GUIDED TOURS	5-12	N/A	Injury from falls.	Safety briefing given to group on arrival.
TRAM / TRAIN RIDE	5-12	Accredited crews have passed Medicals Examinations in accordance with Rail Safety Act, are trained in Rail Safety and qualified to perform their duties.	Low Risk of Derailment / Accident.	No derailment / accident occurrence in 10 years of operations. Train / Tram accredited with Independent Transport Safety Regulator and maintained in accordance with Safety Management System and Operating Procedures.

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<b>TRAM / TRAIN RIDE</b>	<b>5-12</b>		<b>Injury</b>	Low risk of minor injury to passengers when boarding or disembarking the Tram / Train. Supervision and assistance given by Museum volunteers and Tram/Train crews.
<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
N/A				
			<i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> 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>	LIMITED SHELTER IS AVAILABLE - SUNSCREEN AND SUN SAFE HAT RECOMMENDED.	
	STUDENTS SHOULD WEAR SAFE FOOT WEAR THAT PROTECT THE TOES.	
	WARM CLOTHING DURING THE WINTER MONTHS	
<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	SCHOOL GROUPS ARE ESCORTED AROUND THE MUSEUM COMPLEX BY A COMPETENT MUSEUM VOLUNTEER TO ASSIST TEACHERS AND STUDENTS WITH BRIEFINGS, GUIDED TOURS AND ACTIVITIES.	
	TRAM / TRAIN RIDES ARE OPERATED BY ACCREDITED CREWS WHO HAVE PASSED MEDICAL EXAMINATIONS IN ACCORDANCE WITH THE RAIL SAFETY ACT, ARE TRAINED IN SAFE RAIL OPERATIONS AND QUALIFIED TO PERFORM THEIR DUTIES.	
<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 checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are employees and others undertaking work (including volunteers) 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 and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People 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 employees and others undertaking work (including volunteers) undergone employment screening?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>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 Communities on (02) 9836 9200.</i>		

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.