

ITEM	DETAILS
Venue Name	Hive
Location	50 Main Street, Ulverstone, Tasmania, Australia 7315 (03) 6425 2839
Web Address	www.hivetasmania.com.au
Insurance	Hive is operated by Central Coast Council and is covered by Council's public liability insurance. A copy of the Certificate of Currency is available upon request.
Hive Safety Policy	Hive has a Work Health and Safety Policy recognising its responsibility and obligation, as outlined in the Work Health and Safety Act 2012, to create and maintain a safe and healthy environment for all workers and other persons on site. Our Environmental Policy Statement is available in full on our website: http://www.centralcoast.tas.gov.au/wp-content/uploads/2018/08/Environmental_Policy_2009.pdf
Local Climate	<p>Summer in Tasmania is mild but on occasion temperatures may reach above 30°C. UV radiation is extreme during warmer months so please ensure you have adequate sun protection when visiting between October and March. Please maintain adequate hydration at any time of the year.</p> <p>Winter in Tasmania is cool and wet with temperatures ranging from 5°C to 15°C. On occasion temperatures may not reach above 10°C. Heavy frosts often occur. Please come prepared with adequate clothing and footwear for cold temperatures.</p>
Working With Vulnerable People Checks	It is a condition of employment at Hive that all staff have a valid Working With Vulnerable People (WWVP) card. All staff and volunteers at Hive undergo a police check as part of the recruitment process and/or before commencing work at Hive.
Emergencies	Emergency alert and evacuation tone systems are in place across Hive and are tested regularly. In case of an emergency, trained Hive Wardens will advise and direct all visitors on appropriate actions. This includes coordination of ambulance attendance at Hive.
Incident Reporting and First Aid	<p>Hive is committed to providing and maintaining a safe environment for visitors to the centre. A formalised incident reporting process is in place and visitors are encouraged to report incidents, injuries and/or 'near misses' to identify and access potential hazards. If an injury or 'near miss' occurs, please report it to staff as soon as is safely possible.</p> <p>First aid kits are readily accessible for staff use on each floor. An Automated External Defibrillator (AED) is also located on the ground floor. Hive has qualified first aid officers.</p>



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Access	<p>Hive is a wheelchair-friendly venue with level access to the ground floor from the carpark.</p> <p>Elevator access is available to Level 1 and Level 2.</p> <p>Accessible toilets are available on each level, as well as a parent room.</p> <p>In case of an emergency, evacuation chairs are situated on Level 1 and Level 2 and staff will assist people in wheelchairs to descend the stairs safely.</p>
Food and Drinks	<p>Food and drinks cannot be consumed in any area on Levels 1 and 2 including the Museum, Gallery, Science Centre or Planetarium, unless weather conditions do not permit outdoor recess or lunch breaks. The circulation space on Level 1 and the reflection space on Level 2 can be utilised for food breaks if necessary. A café is located on the ground floor.</p>
Photography and Filming	<p>Hive is open to the general public as a Cultural Centre and tourist Visitor Information Centre.</p> <p>Teachers are encouraged to follow the policies used by their own school in regard to the photography of students. On occasion, general admission visitors are unaware that Australian schools have photography policies.</p> <p>Teachers should exercise diplomacy and employ the assistance of Hive staff, should they be approached by visitors wishing to take photographs of students.</p>
Duty of Care and Student Behaviour	<p>All visitors to Hive have a shared responsibility for their own safety and the safety of others.</p> <p>In accordance with the Work Health and Safety Act 2012, visitors are to:</p> <ul style="list-style-type: none"> • take reasonable care of their own health and safety; • take reasonable care to ensure they do not adversely affect the safety of others; and • comply with all instructions given by Hive staff so far as they are reasonably able to. <p>Duty of care requires that all students, and children under the age of 16, must be accompanied by a teacher or responsible adult associated with the group at all times whilst at Hive. Please bring sufficient staff and/or adults to ensure this is possible. All teachers and adults accompanying the school or group are responsible for the behaviour of children in their care and are to ensure that behaviour is respectful to other visitors, Hive staff and the exhibits and facilities.</p> <p>At the time of booking, schools are advised that the minimum ratio is one accompanying adult to four students for preschool groups; one accompanying adult to ten students for primary school groups and one accompanying adult to fifteen students for secondary school groups.</p>



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Student to Supervisor Ratio	<p>Pre-school – 1:4 Primary – 1:10 Secondary – 1:15 Tertiary – 1:15 Social – N/A</p> <p>These are recommended supervisor ratios.</p> <p>For additional information regarding pricing or tours please contact us via the following:</p> <ul style="list-style-type: none"> • https://www.hivetasmania.com.au/contact-us/ • hive@centralcoast.tas.gov.au • (03) 6425 2839
Pricing	<p>As of 1 July 2022, the costs are as follows:</p> <ul style="list-style-type: none"> • \$8 per child for Hive access, which includes the Science Centre, Museum and Art Gallery • \$8 per child for a planetarium show • \$10 per child for Hive access plus a planetarium show or workshop • \$10 per child for a planetarium show and workshop • \$12 per child for Hive access plus a planetarium show and workshop • Supervising adults/teachers are free of charge.
Facilities	We have toilet facilities on each level. All levels include accessible toilet facilities.
Construction/Maintenance/Repair	Licensed personnel are used for all construction, maintenance, and repair work at Hive.
Other Requirements	<p>Students are required to wear closed toe footwear whilst in Hive. Students and staff are advised to wear flat, non-slip footwear to enable ease of movement across all gallery floor surfaces including stairs and steps.</p> <p>Students are requested not to bring bags or back packs above ground floor. Bags can be stored on the ground floor, underneath the staircase. Care must be taken to ensure bags are appropriately stored and do not create hazards in the public walkway.</p> <p>Students are requested to respect the safety of other visitors. A teacher or adult must always remain with their group.</p>



ITEM	DETAILS
Derby Track	<p>Track</p> <p>The UTAS Derby Track is in our Science Centre. Students can build their own cars here in the Science Centre or alternatively schools/groups can reach out to UTAS who will send free car packs to build prior to your visit. Head to https://www.utas.edu.au/makerx/burnie-derby for further information.</p> <p>Derby car kits from Hive include:</p> <ul style="list-style-type: none"> • A piece of corflute • 4 washers • 4 screws with seals <p>Platform</p> <p>A maximum of four students are allowed on the Derby Track platform at one time. Students waiting to race must wait in the pit lane next to the platform. If a student requires a safety step, this can be requested from a volunteer or staff member.</p> <p><i>All equipment at the venue is maintained in accordance with WHS Regulations, appropriate standards and codes of practice.</i></p>
Makers Space	<p>The Makers Space contains various materials for students to decorate and modify their Derby Track cars. Glue guns are available to adhere materials to cars. Children must always be supervised whilst using the glue guns. Should a burn occur, there is a first aid kit located in the Science Centre.</p> <p><i>All equipment at the venue is maintained in accordance with WHS Regulations, appropriate standards and codes of practice.</i></p>



Hive - School Excursion Risk Assessment

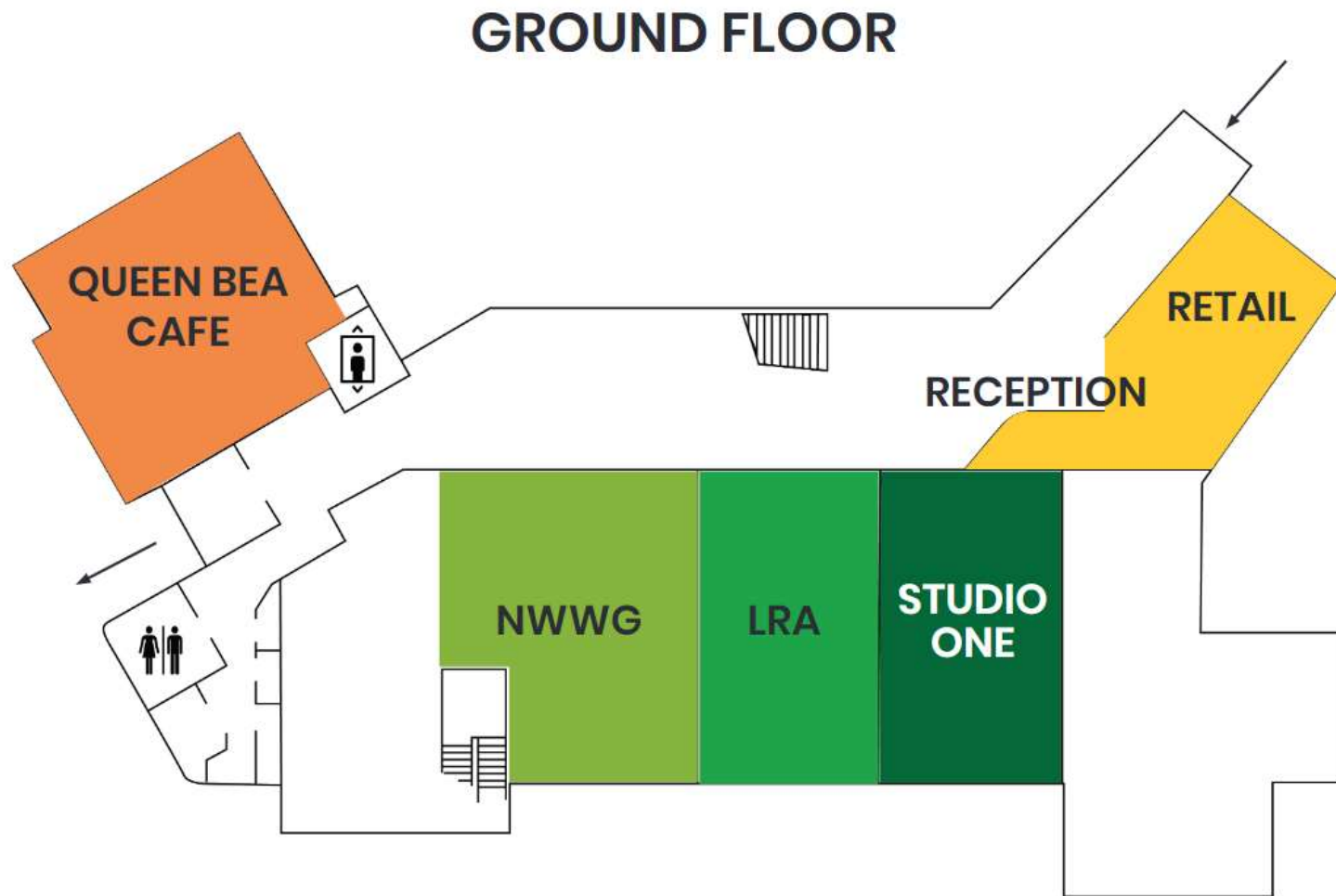
Activity/Program	Age & Prerequisites	Staff Competence	Potential Risks	Controls to Ensure Visitor Safety
General activities	All ages	Trained Staff, Volunteers and Presenters	Medium Risk Injury requiring first aid or emergency response.	<p><i>In all areas of Hive, Duty of Care lies with the teachers or responsible adult associated with the school. At all times, <u>students must be accompanied by a teacher or responsible adult associated with the school.</u></i></p> <ul style="list-style-type: none"> • Trained staff are present throughout the centre and at specific activities, where appropriate, to assist visitors and maintain a safe environment • All exhibits are designed to minimise risk and risk assessments are undertaken periodically for specific exhibits and general spaces. • Facilities maintenance and prevention programs are scheduled and implemented to identify hazards to provide a safe space. • Security cameras monitor Hive indoors and outdoors, 24 hours a day, seven days a week. • Hive trained staff coordinate security and emergency responses at Hive. • A first aid kit is available on each level and an AED (defibrillator) is located on the ground floor between Studios 1 and 2. • Hive electrical appliances and exhibits are regularly tested and tagged. • Hive reports any incident or hazard internally to improve its safe working practices and to strengthen controls.



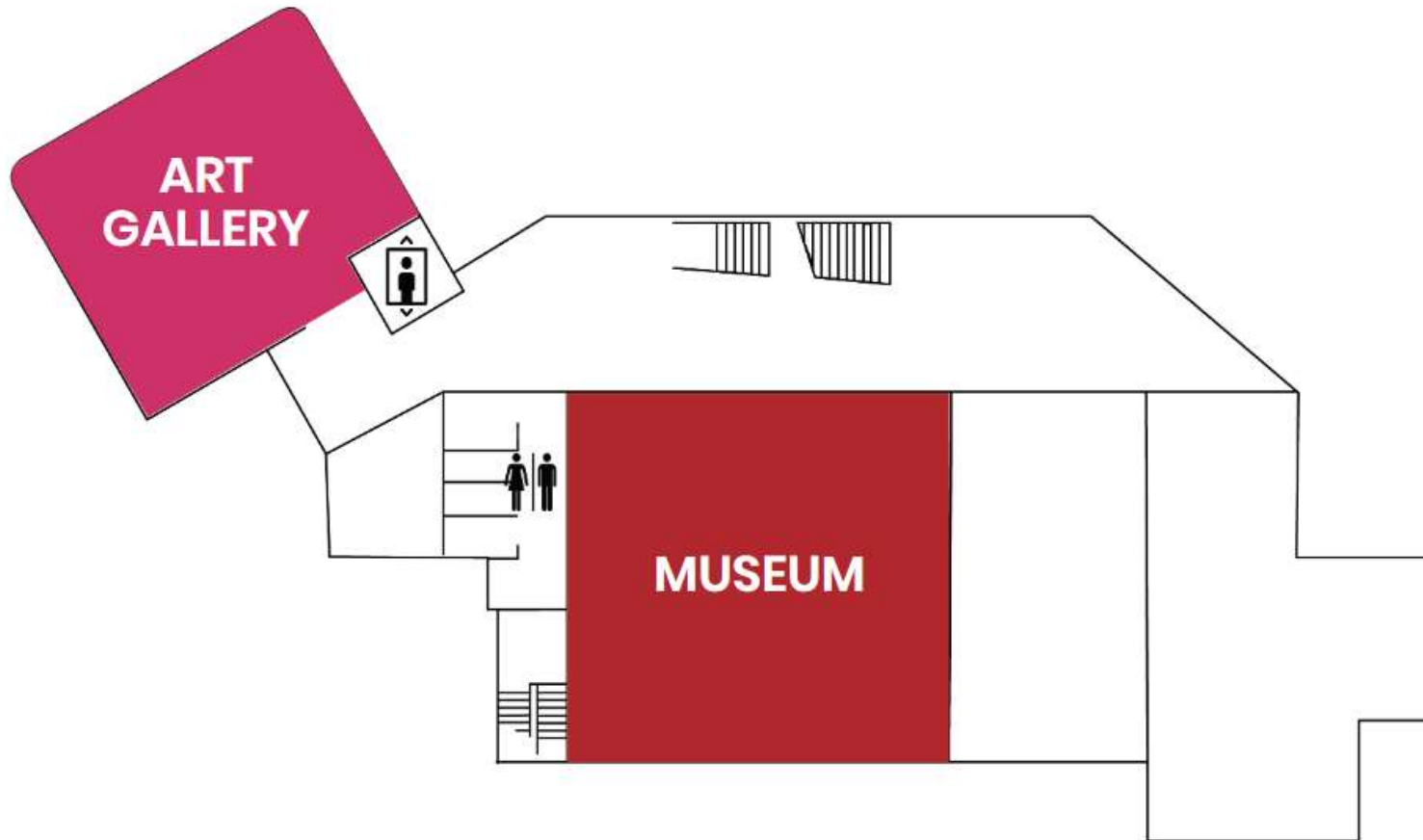
Activity/Program	Age & Prerequisites	Staff Competence	Potential Risks	Controls to Ensure Visitor Safety
Derby Track (incl. Platform)	All ages	Trained Staff, Volunteers and Presenters	Burns from hot glue. Excited participants; creates an environment in which jostling may occur, resulting in trips and falls.	<ul style="list-style-type: none"> Teacher, carer, or parent supervision required. Presenters forewarn participants of potential hazards. Constant supervision of Makers Space and Platform by staff and volunteers. Staff follow strict risk management guidelines. Secure storage of chemicals and materials. Signage and instructions permitting maximum number of students on platform.
Science Workshops	All ages	Trained Staff & Volunteers	Breakage of equipment. Chemicals.	<ul style="list-style-type: none"> Teacher, carer, or parent supervision required. Presenters forewarn participants of potential hazards. Staff follow strict risk management guidelines for each activity. Secure storage of chemicals and materials. Limit quantity/concentration of chemicals.
Ball Run	All ages	Trained Staff & Volunteers	Excited participants; creates an environment in which jostling may occur resulting in trips and falls. Safety step fall if utilised.	<ul style="list-style-type: none"> Presenters forewarn participants of potential hazards. Constant supervision of Ball Run by staff and volunteers.
Art Workshops	All ages	Trained Staff & Volunteers	Scissors. Tripping on seat legs if moving about.	<ul style="list-style-type: none"> Teacher, carer, or parent supervision required. Presenters forewarn participants of potential hazards. Staff follow strict risk management guidelines for each activity. Secure storage of chemicals and materials.
Planetarium	All ages	Trained Staff, Volunteers and Presenters	Tripping on seat legs or steps if moving about.	<ul style="list-style-type: none"> Teacher, carer, or parent supervision required. Presenters forewarn participants of potential hazards.



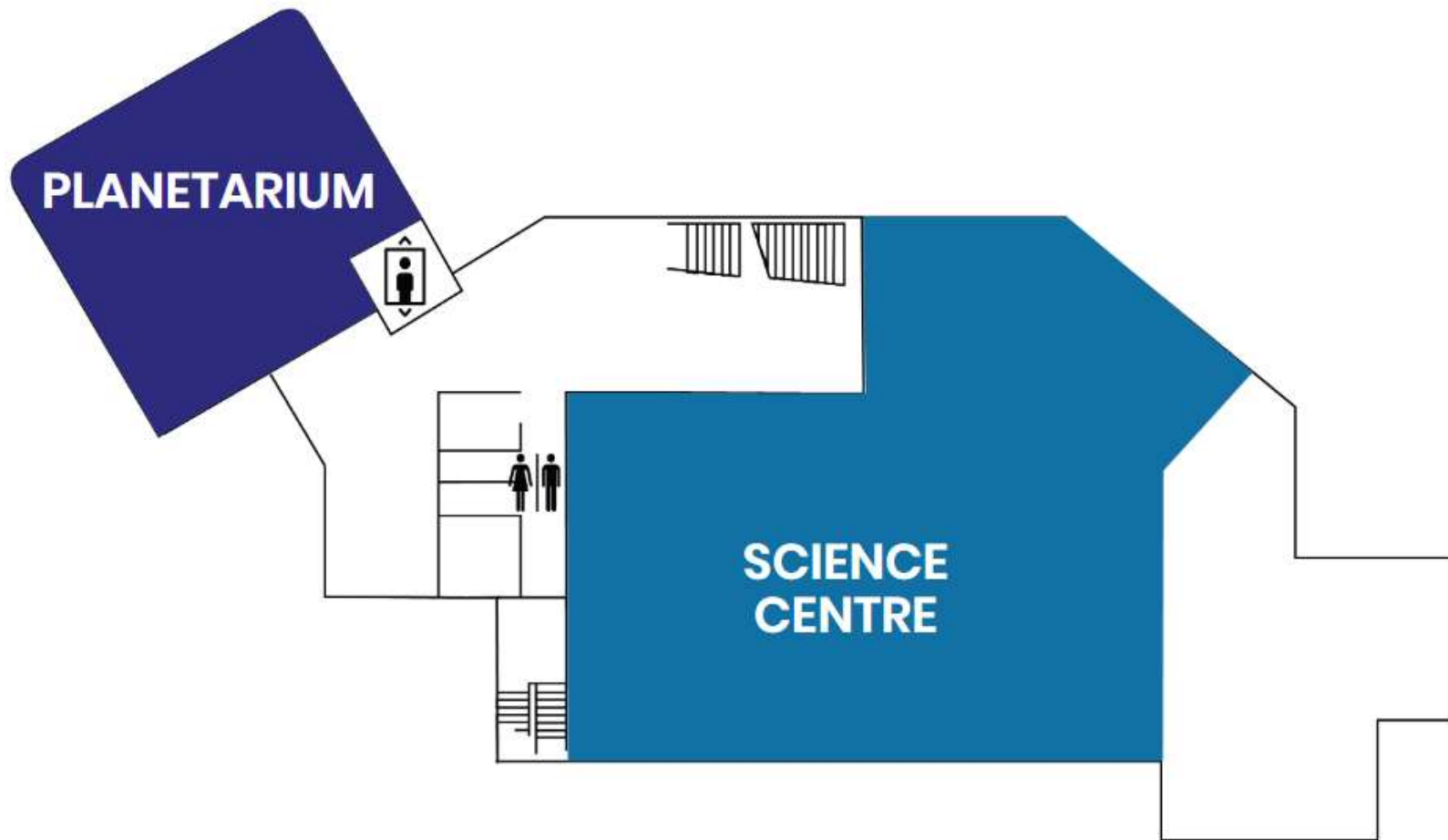
APPENDIX 1: SITE PLAN



LEVEL ONE



LEVEL TWO

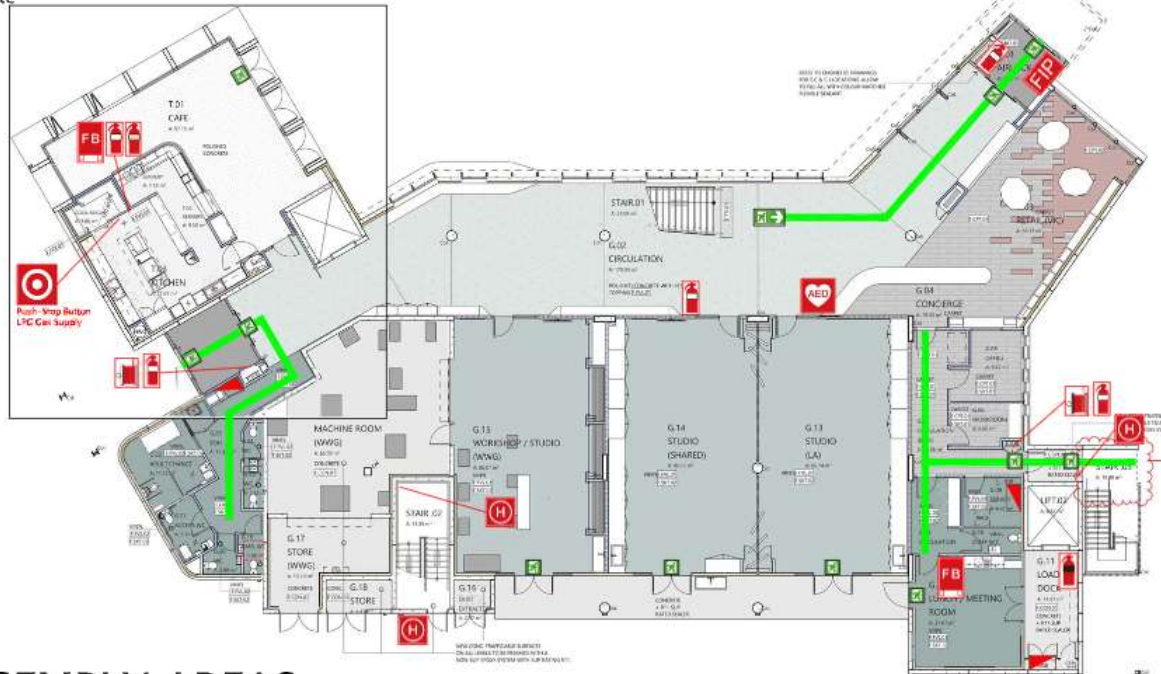


APPENDIX 2: EVACUATION DIAGRAMS

EVACUATION DIAGRAM

HIVE, 50 Main Street, Ulverstone
Ground Floor

Template



ASSEMBLY AREAS



Emergency Action Guide

In Case of an Emergency, You Must

Follow Advice from a Warden
or
Leave Immediately through the Nearest Safe Exit

Go to one of the Assembly Areas, at
1. Main Carpark (near Main Street)
2. Wave Wall Sculpture (Reibey Street)

After you are at an Assembly Area, phone '000'
to alert Emergency Services



Location:
HIVE
50 Main St, Ulverstone
Tasmania

Symbol Key

- Extinguisher (Dry Chemical Powder)
- Extinguisher (CO₂)
- Hose Reel
- Hydrant
- Fire Blanket
- Fire Indicator Panel
- Emergency Exit
- Egress Path of Travel
- Switchboard (Electrical)

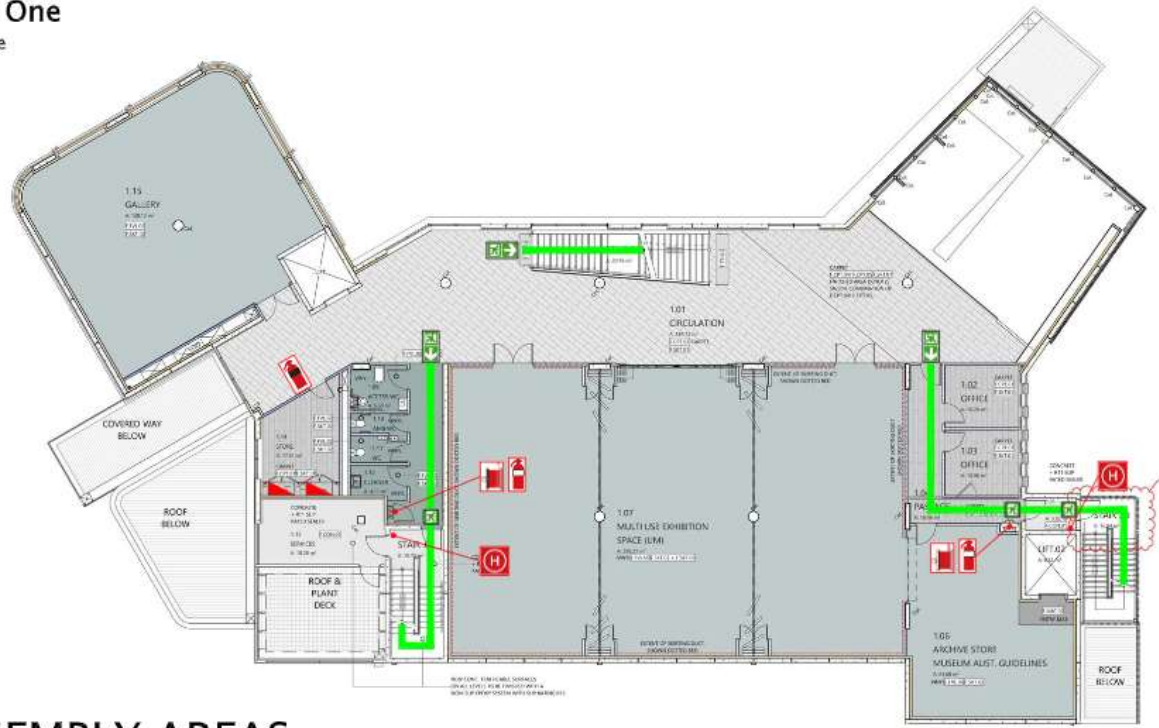


EVACUATION DIAGRAM

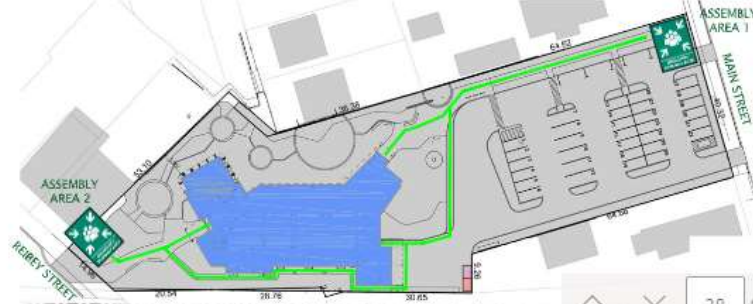
HIVE, 50 Main Street, Ulverstone

Level One

Template



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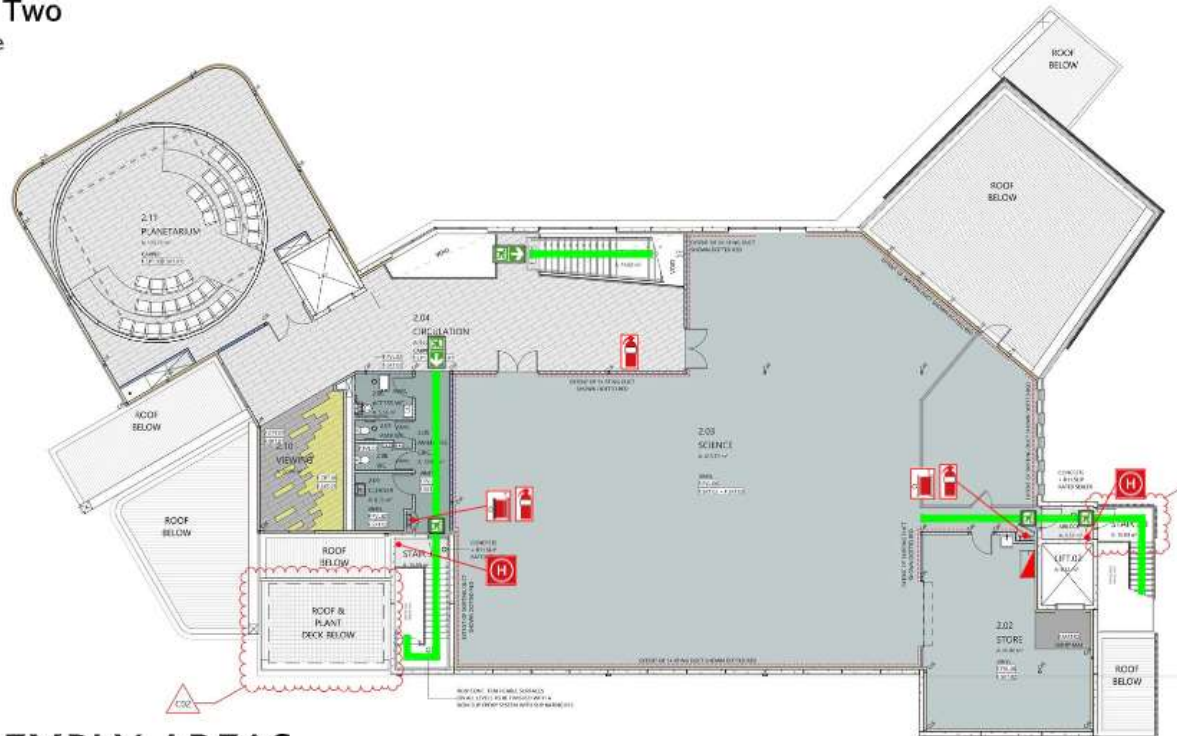
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EVACUATION DIAGRAM

HIVE, 50 Main Street, Ulverstone

Level Two

Template



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