

Early Learning Centre - Waste & Recycling Excursion

Terms & Conditions

Thank you for booking a Cairns Regional Council Early Learning Centre/Kindy Excursion.

INFORMATION ABOUT YOUR BOOKING

Terms & Conditions:

PLEASE NOTE: Presentations may need to be cancelled or rescheduled with short notice in the event of extreme weather conditions, staff illness or due to Council operational requirements.

Who can take part?	Early Learning Centres within the CRC local government area.
Available days	Tuesday – Thursdays, excluding public holidays
Cost	Excursions are free of charge for groups within the CRC local government area. Transportation costs not included.
Age restriction	Age 4 (kindy age) and above
Minimum/Max Participants	Minimum 15, maximum 30 kindy age participants per excursion session
Site clothing and safety	All visitors require: <ul style="list-style-type: none">• Closed-toe shoes. No sandals or high heels. Those without proper footwear must stay in their vehicles.• Weather-appropriate clothing like sunscreen, hats, rain gear, and insect repellent.
Group supervision	<ul style="list-style-type: none">• Council Officers will conduct activities with teachers/facilitators present.• Groups must supervise children according to their own policies.• Teachers/Facilitators should ensure hygiene and safety.• Children’s behaviour is the responsibility of teachers/facilitators.• Stay with your tour guide, avoid running or climbing, and follow directions.• Don't handle items unless specified.• Avoid touching machinery or equipment.
Accessibility	All tour sites are wheelchair accessible. Disability-friendly toilets are at the Rediscovery Education Centre. Let the Waste Education Officer know if will require these facilities.
Emergencies	In an emergency, visitors should adhere to the instructions given by operational staff or tour host, Rediscovery Centre Elevator must not be used in the event of a fire
Public Liability	Cairns Regional Council has appropriate public liability cover
Child Related Employment	Cairns Regional Council’s Waste Education Officer has current Bluecard accreditation

Further information or assistance:

Waste Education Officer	Scott Paterson
Contact Details	Mobile: 0488 096 895 Ph: 4044 8352 Customer Service: 1300 692247
Email Address	wasteeducation@cairns.qld.gov.au

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Early Learning Centre Excursion Overview:

The 1 hour* excursion covers the following learning areas:	
<ul style="list-style-type: none">• Understanding different forms of waste• Waste Impacts on our environment• What happens to our waste in the Cairns region• Actions we can take to protect the environment (Reduce, Reuse, Recycle)	
<p>* 1hr includes a short age-appropriate presentation, viewing of the Council facility and colouring in time. Presentation/activity durations can vary based on group needs or be shortened as required. Contact Council's Waste Education Officer for details</p>	
Sites visited during the standard tour	
<ul style="list-style-type: none">• Materials Recovery Facility – Facility for sorting and processing of kerbside & commercial recyclable materials from the Cairns region and surrounds.• Rediscovery Centre – A dedicated waste education room for viewing the materials recovery facility and presentation session. It includes various child-friendly activities, viewing windows, and an enclosed facility walkway. This allows children the opportunity to safely view the machinery and staff responsible for sorting waste and recyclable	
Activities:	
<p>Subject to session timing, children can participate in fun learning activities during their visit to the Rediscovery Centre. The following activities designed to demonstrate their understanding of the learning topics covered during their visit.</p> <ul style="list-style-type: none">• Waste and Recycling Sorting Game: Teams of children work together to use a special machine to separate household waste into recyclable and non-recyclable items within a set time.• 'Which bin does it go' in puzzle: After learning about accepted and non-accepted materials, children sort magnetic items onto boards, identifying recyclable, compostable, and non-recyclable items.• The Waste Hierarchy Puzzle: children work together to solve a 3D puzzle, discussing what it means to reduce, reuse and recycle.• Colouring in time: Children given waste & recycling themed colouring in activity sheets and pens to create their very own colourful artwork.	
<p>Each child will receive a recycled pencil, badge or another item as a prize for taking part in the tour and activities.</p>	
Risk Assessment Information	Please see information below
Additional education opportunities	Council provides a presentation option for groups unable to visit for a tour. It covers all tour aspects and is available at your centre Tuesdays to Thursdays. Check the Council website's booking page for further details.

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Tour Logistics

Council Host	<p>Scott Paterson, Waste Education Officer, Resource Recovery. Mobile: 0488 096 895 Office: 4044 8352 Email: wasteeducation@cairns.qld.gov.au</p>
Transport	<ul style="list-style-type: none"> • Groups to arrange transportation, preferably buses. Parking available for large coaches. • Maximum of 12 private vehicles allowed on site. • All tour participants must arrive and depart together. • Drivers should be cautious of operational traffic, adhere to signage, and drive carefully. • To ensure a smooth start to your tour, please inform the driver of the correct starting location below. Miscommunication of starting location will lead to significant delays.
Tour Locations	<p>The standard tour commences at the Rediscovery Centre, 17 Recovery Way, Portsmith. View 'Recovery Way' via google maps</p> 
Directions	<ul style="list-style-type: none"> • The Rediscovery Centre (at the Materials Recovery Facility), accessed via Redden and Recovery Way, often confused with operations at Lyons St/Ray Jones Drive. • On tour day, the Waste Education Officer will meet you at the Rediscovery Centre/MRF gates. If unattended, use the intercom (on the gate) or call 0488 096895. • The Waste Education Officer will guide your group to parking. Observe onsite road signage. • Have your completed 'Acknowledgement form' (see page 5 & 6) ready upon arrival.

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Tour Itinerary

For the standard school excursion, Council provides two tour options per day for school excursions to fit various schedules: one from 9:30 am to 11:30 am (or 12:30 pm to 2:30 pm), and another from 9:00 am to 11:00 am (or 12:00 pm to 2:00 pm).

Schools with multiple classes can mix and match these sessions (at the time of booking) based on their needs and varying travel times from school to Council's facilities in Portsmith. Choose the option that best fits your class schedules.

Subject to the number of class sessions you have booked, the following itinerary will apply:

Standard Early Learning Centre Tour:	
•	9.50 – Arrive on site at 17 Recovery Way, Portsmith
•	10.00 - Presentation Why 'keeping the Earth clean is important' (and how we can go about doing that)
•	10:20 – How the Council Materials Recovery Works (machines, sorting and bales of material)
•	10:30 – Viewing of the facility – via an enclosed viewing walkway (how the machines work continued)
•	10:40 – Waste & Recycling Sorting machine activity (what belongs in recycling & waste bins)
•	10:50 - Wrap up, Q&A and handover of prizes
•	11:00 – Departure from site

Contact Information:

Waste Education Officer	Scott Paterson
Contact Details	Mobile: 0488 096 895 Ph: 4044 8352 Council Customer Service: 1300 692247
Email Address	wasteeducation@ Cairns.qld.gov.au
Website	http://www.cairns.qld.gov.au/

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Teacher in Charge/Tour Group Leader Acknowledgement Form

Upon arrival, the Council tour facilitator will collect the signed form with the complete list of participants before the tour begins. If the form isn't completed, the tour may be postponed.

Tour Participants

Date:	
Early Learning Centre/Organisation:	
Teacher in Charge/Group Leader:	

Name:
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Teacher/Group Leader Signature:

I: _____ (Print Name) will be supervising the group
from _____ (Organisation) during the
visit to Cairns Regional Council Resource Recovery Facilities.

I confirm that I've read, understood, and agreed to the terms in the provided document. I've listed all participants and ensured they have suitable footwear. I take responsibility for everyone's actions and safety.

Signature: _____ Date: ____/____/____

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RESOURCE RECOVERY - WASTE EDUCATION PROGRAM Risk Assessment Documentation

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RISK ASSESSMENT NOTE PAD

Location of the OHS risk, concern or issue:

Schools and Community Group locations/facilities.

Describe the OHS risk, concern or issue: Cairns Regional Council Resource Recovery Tours, Presentation & Public Engagement

Risk score before control

E-73

Your name: Scott Paterson

Persons Likely to be Affected (employees, public or others): Staff and members of the public including; early learning age children, school students, teachers/group leaders. All participants of Waste Education engagement program.

Access the likelihood & consequences from the Hazards or Risk

Consequences

Likelihood	Insignificant No Injury <\$1,000 cost	Minor First Aid only no time lost \$1,000 - \$5,000 cost	Moderate < 4 days off –cuts sprains & sprains \$5,000 – \$50,000 cost	Major >4 days off broken/fractured bones etc \$50k- \$250k cost	Catastrophic Death or loss of limb or bodily function >\$250K
Almost certain <i>Is expected to occur most times</i>	M-52	H-64	E-76	E-88	E-100
Likely <i>Will probably occur most times</i>	M-44	H-56	H-68	E-80	E-92
Possible <i>Might occur at some time</i>	L-36	M-48	H-60	E-73	E-84
Unlikely <i>could occur at some time</i>	L-28	L-40	M-53	H-65	E-78
Rare <i>May occur in exceptional circumstances</i>	L-20	L-32	M-45	H-57	H-69

Hierarchy of control

If yes, provide details of the selected control options in Control Options/Safety Precautions.

Yes No

Eliminate – Can the process or substance be eliminated completely?

Substitute – Can the process or substance be replaced with a safer one?

Isolate – Can the process or person be separated from the hazard/risk?

Engineer – Can the process be re-designed?

Administrative – Can we limit the exposure to the risk by job rotation or training?

PPE – Can we use personal protective equipment?

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Describe the recommended control method: Visual monitoring, verbal communications and on-site management by use of visitor sign-in system and safety briefing.

Risk score after control	L-40
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RECTIFICATION ACTION PLAN

OHS risk, concern or issue	Risk level before control	Control / Corrective Action	Risk level after control	Responsible Officer	Date to be completed by	Action Verified
1. Visitors or Council Staff being exposed to COVID-19 during excursions/presentations	H-56	<ul style="list-style-type: none"> In compliance with Council's Covid Safety measures approved by CRC WH&S the following requirements will be followed for each school/community group visit/presentation or public engagement activity: Council staff will follow directions specified by QLD Health, CRC Workplace Health & Safety The Rediscovery Centre will be cleaned routinely, including frequently touched surfaces (chairs, handrails, doorknobs, activities). Participant visitor logs will be completed and provided. Presenting staff will sign in at School/Community facilities as required 	L-40	Waste Education Officer/Resource Recovery Coordinator, Resource Recovery	05/09/2023	
2. Exposure to odours, low level gases at Council Resource Recovery facilities	H-56	<ul style="list-style-type: none"> Approved ventilation systems have been installed in the Rediscovery room. Waste Education officer or Tour facilitator are to run air conditioner at least 30 mins prior to any activities all other facilities visited sites are outdoors (or viewed from within chartered buses/vehicles). 	L-40	Waste Education Officer/Resource Recovery Coordinator, Resource Recovery	05/09/2023	

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<p>3. Exposure to recycling & waste materials processes within the Portsmith Resource Recovery facilities that includes, but not limited to: Noise, dust, odour, mobile plant, possible flying debris, high pressure hydraulic fluids, high voltage electricity, stacked bails of product & fire.</p>	<p>E-73</p>	<ul style="list-style-type: none"> All Participants must be under constant supervision by Waste Education Officer/facilitator and facility staff for duration of tour. Transport Bus (coach) must park in designated zones to allow tour group to disembark directly from bus and into the Rediscovery Centre, Buy Back Shop, Portsmith Shade Shed (and as directed by Council staff). Participants must exit transport vehicles and move directly to Rediscovery Centre and not be allowed to enter working areas of the Materials Recovery Facility, Portsmith Transfer Station or Buy Back Shop Signed acknowledgement form (Emergency list/roll of all participants including teachers/facilitators) must be presented upon arrival for all groups. Any damage or incidents during visit must be reported discussed. In an emergency, under direction of Council staff group will be directed exit the Rediscovery Centre via single exit door & down western/or eastern facing stairs. Participants to depart MRF and gather at designated muster points 	<p>L-40</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	
<p>4. Accessing Rediscovery Centre from stairway.</p>	<p>E-73</p>	<ul style="list-style-type: none"> Ensure Council staff member is positioned at top of stairway & Teacher/tour leader at bottom of stairway to assist visitors if required. Ensure visitors ascending & descending stairs face forward to steps at all times and maintain three points (3) points of contact. 	<p>ST</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	

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<p>5. Accessing the Rediscovery Centre via elevator</p>	<p>E-73</p>	<ul style="list-style-type: none"> • Ensure elevator and controls are only operated by Council staff member. • Council staff member accompanies student/teacher/visitor on the elevator. • All passengers must observe the following safety requirements: <ul style="list-style-type: none"> • Maximum of 4 Adults (340kgs) at any time (Covid-19 requirement, max 2) • Elevator entry and exit doors must be locked after use, before any activities in the Rediscovery Room Commence. • Enter and exit elevator safely. • Hold belongings firmly. • Stand clear of the internal opening. • Keep hands, feet, head away from moving surfaces. • If there is a fire in the building use the stairs. 	<p>ST</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	
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<p>6. Viewing Materials Recovery Facility from elevated walkway.</p>	<p>E-73</p>	<ul style="list-style-type: none"> • Ensure Council staff member always accompanies group and is positioned at beginning of group to assist visitors if required. • Ensure visitors walking along viewing areas face forward at all times, no running, jumping, climbing at any time. • Except in emergencies, group is to depart the walkway via the Rediscovery Centre stairs (if no fire, elevator can also be used) • In an emergency, under direction of Council staff group will be directed to exit walkway via western facing stairs/Rediscovery Room Stairs as required. Participants to depart Materials Recovery Facility and gather at designated muster points (or via direction by MRF staff). 	<p>ST</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	
<p>7. Public perception of facility (poor housekeeping)</p>	<p>H-60</p>	<ul style="list-style-type: none"> • Prior to tours carry out a facility cleanout including floor areas, horizontal surfaces of walls & machinery, viewing windows, RDC bins, toilets, walkways and around external perimeter of facility. 	<p>ST</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	
<p>8. Transport Vehicles (commercial or private) colliding with plant/ site infrastructure. Participants being struck by Public\Mobile Plant Vehicles in MRF, Portsmouth Transfer Station, Advanced Resource Recovery Facility, Buy Back Shop, roadways and carparks areas /adjacent to green waste drop off areas.</p>	<p>H-69</p>	<ul style="list-style-type: none"> • Council Staff to ensure tour groups remain away from traffic areas, tour participants with children must keep children in full view, not allowing them to leave the group area. • Drivers of commercial or private transportation must follow Council staff instructions/requirements and be mindful of all high vehicle movement volumes at the site. Extra care must be taken when driving around the Resource Recovery facilities. 	<p>ST</p>	<p>Bus Drivers, Tour Group Leader(s), all drivers of private/commercial vehicles, Buy Back Shop & Portsmouth TS staff</p>	<p>05/09/2023</p>	

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<p>9. Viewing the Resource Recovery Precinct from the Landfill shade shelter.</p>	<p>M-45</p>	<ul style="list-style-type: none"> Council Staff to Ensure tour groups remain away from any moving traffic, tour participants with children must keep children in full view, not allowing them to leave the group area, viewing of the landfill site to be conducted within the boundary of the shade structure only. 	<p>ST</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	
<p>10. Coming into contact with sharp, hot, heavy materials, trip hazards, falling items from shelving at the Buy Back Shop/Transfer Station</p>	<p>E-73</p>	<ul style="list-style-type: none"> Council Staff to ensure tour groups (especially children) are informed to 'look with eyes only' at the Buy Back Shop. Handling items only recommended by teachers/group leaders 	<p>ST</p>	<p>Waste Education Officer/Facilitator/PTS/BBS Leading Hand</p>	<p>05/09/2023</p>	
<p>11. Applicable for community open days only - accessing internal CRC MRF plant working platforms (Waste Sorting Areas) via fixed walkways.</p>		<ul style="list-style-type: none"> Ensure all electrical, mechanical & hydraulic systems are shut down, isolated & tagged as per Cairns Regional Councils Procedure #1021088 Ensure all participants are given safety briefing. Ensure all participants have enclosed shoes. Ensure Council staff member leads the group at all times. Ensure visitors ascending & descending stairs/walkways. Face forward to steps at all times and maintain three points (3) points of contact. Ensure visitors do not touch any machinery, loose pieces of waste, or wander from tour group at any time. Ensure participants comply with all instructions given by Council staff at all times. Ensure participants maintain social distancing requirements (1.5m apart) where possible. 	<p>ST</p>	<p>Waste Education Officer/Facilitator/ MRF Supervisor</p>	<p>05/09/2023</p>	

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<p>12. Council Staff/Members of public being exposed to COVID-19 during school/community presentations or public engagement activities</p>	<p>H-56</p>	<p>In compliance with Council's Covid Safety measures approved by CRC WH&S the following requirements will be followed for each school/community group visit/presentation or public engagement activity:</p> <ul style="list-style-type: none"> • Council staff will follow directions specified by QLD Health, CRC Workplace Health & Safety • Council staff will follow requirements set by Schools/Community Groups, signing in where required, checking into site or presenting vaccination status • Alcohol based hand sanitiser will be in use • Council staff will cancel and postpone activities if unwell 	<p>L-40</p>	<p>Waste Education Officer/Facilitator/ Team Leader Resource Recovery Precinct</p>	<p>05/09/2023</p>	
<p>13. Exposure to recycling & waste materials & injury caused by faulty or unchecked equipment/props (wheelie bins, recycled/waste materials, sharp cans/tins & plastic)</p>	<p>M-45</p>	<ul style="list-style-type: none"> • All equipment in use is pre-checked before each session to ensure functionality. • Recycle and Waste material regular rechecking and removal of any sharp or potentially hazardous materials. Routine cleaning of materials able to be cleaned and disposal of unsuitable materials on a rotational basis. • Supervision during presentations, activities and discussion by Council staff & Teachers/Facilitators to ensure safe handling of materials 	<p>L20</p>	<p>Waste Education Officer/Facilitator</p>	<p>05/09/2023</p>	

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<p>14. Trips and falls during Recycling Relay team activity.</p>	<p>M-45</p>	<ul style="list-style-type: none"> • Clear instructions provided to participants on taking part in activity, while remaining safe and being spatially aware of bin & material container positioning • Group briefed on acceptable and appropriate behaviour when taking part in the relay activity • Unsafe handling of bins, or inappropriate behaviour during activity will require the activity to cease, or removal of those participants involved • Suitable number of supervising staff based on numbers participating. Waste Education officer and staff to have current first aid certification 	<p>L20</p>	<p>Waste Education Officer/Facilitator</p>	<p>05/09/2023</p>	
<p>15. Injury to Council staff member from moving equipment from Council vehicles to engagement activities (School, Community Group, Shopping Centre). Lifting, carrying, pushing, pulling, holding, moving materials.</p>	<p>E-73</p>	<p>Council staff will follow directions specified by CRC Workplace Health & Safety procedures</p>	<p>L-20</p>	<p>Waste Education Officer/Facilitator</p>	<p>05/09/2023</p>	

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<p><u>Person Authorising the Rectification.</u></p> <ul style="list-style-type: none">• Name:• Signature:• Payroll Number:	<p><u>Authorisation Levels.</u></p> <ul style="list-style-type: none">• Major Expenditure & Training: - Team leader and Coordinator / Manager.• Medium Expenditure: - Team leader & consultation with Coordinator / Manager.• Minor Expenditure: - Site Supervisor & consultation with Team leader.
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Person who compiled this Risk Assessment Note Pad

Name: Scott Paterson
Waste Education Officer

Signature

A handwritten signature in black ink, appearing to be "Scott Paterson".

Date: 05/09/2023

Authorised by Manager Resource Recovery

Name: Steve Cosatto
Executive Manager Resource Recovery

Signature

A handwritten signature in black ink, appearing to be "Steve Cosatto".

Date: 05/09/2023