

FACSIMILE TRANSMISSION

DATE: 27/09/2016
TO:
SCHOOL:
FAX / EMAIL:
FROM: Telstra Tower Management
PAGES:
SUBJECT: Request for Risk Assessment/s

We write in relation to your recent request for a copy of the Black Mountain Tower Risk Assessment for future excursions.

Please accept this as an acknowledgement of your request for a risk assessment and emergency plan for the Black Mountain Facility. Raine & Horne Commercial Canberra manage the facility on behalf of Telstra Corporation Limited.

In response to your request:

Telstra is self insured for public liability.

The site has a current emergency plan designed and implemented to meet the requirements of Australian Standards. Instructions as to how to vacate the building are located at the main entrance and all emergency exits are labelled in accordance with Australian Standards.

Supervisors of the children should be familiar with the emergency and evacuation plan of the site. It is recommended to also carry appropriate first aid kit for persons being supervised.

The site's "Code of Conduct" is located at the main entrance. We require the children to be adequately supervised during the entire time they are on site and dressed appropriately.

In order to satisfy your requirements it may be prudent to conduct a site visit prior to the date of the excursion to identify any potential areas of concern.

Regards,

Telstra Tower Management