

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

<b>Venue name</b>	The Art Gallery of New South Wales			
<b>Location</b>	Art Gallery Road, The Domain, NSW			
<b>Phone number</b>	02 9225 1700	<b>Fax number</b>	02 9225 5129	
<b>Web address</b>	www.artgallery.nsw.gov.au			
<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>
Art Adventure Tours	Years K-6 Fitness N/A Prerequisites N/A	Minimum: Fine Arts / Visual Arts Degree, Bachelor of Teaching / Dip Ed, AGNSW Gallery Educators training Course, Child Protection Clearance	1. Gallery entrance stairs 2. Escalators 3. Interference from members of the public	1. Gallery Service Officer at Gallery entrance to guide groups and assist with class management and negotiation of entrance and foyer. 2. Gallery Service Officers are stationed at escalators to supervise and support group use. 3. Gallery Educator leading school tours assist in negotiation of spaces, stairs and escalators. 4. At least two qualified first aid officers are on duty at all times to provide immediate treatment if an unforeseen accident occurs 5. All Gallery Service Officers and Gallery Educators have undertaken training relating to Child Protection issues.
Discussion Tours	Years 7-12 Fitness N/A Prerequisites N/A	as above	1. Gallery entrance stairs 2. Escalators 3. Interference from members of the public	as above
Workshop Tours	Years 7-12 Fitness N/A	as above	1. Gallery entrance stairs	as above + All art materials are non toxic; all tools are well

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	Prerequisites N/A		2. Escalators 3. Interference from members of the public 4. use of limited art materials and tools	maintained and where appropriate safety tools a (eg - safety scissors, wooden easels) and protection equipment (eg - eye protection, aprons, rubber glove) are used. Students prior to such tours are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used (eg - gallery space)
Studio Sessions	Years 7-12 Fitness N/A Prerequisites N/A	as above	1. Gallery entrance stairs 2. Escalators 3. Interference from members of the public 4. Use of a range of art materials and tools	as above + All art materials are non toxic: all tools are well maintained and where appropriate safety tools (eg - safety scissors, wooden easels) and protection equipment (eg - eye protection, aprons, rubber glove) are used. Students prior to such tours are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used (eg - gallery space)
Student Study Mornings	Years 7-12 Fitness N/A Prerequisites N/A	as above	1. Gallery entrance stairs 2. Escalators 3. Interference from members of the public	1. Gallery Service Officer at Gallery entrance to guide groups and assist with class management and negotiation of entrance and foyer. 2. Gallery Service Officers are stationed at escalators to supervise and support group use. 3. Gallery Educator presenting lecture or talk assists school tours in negotiation of gallery spaces, stairs and escalators and an awareness of lecture theatre space, exits and format of session. 4. At least two qualified first aid officers are on duty at all times to provide immediate treatment if an accident occurs. 5. All Gallery Officers and Gallery Educators have undertaken training relating to Child Protection issues.
Asian Artist Workshops	Years 3-12 Fitness N/A Prerequisites N/A	as above	1. Gallery entrance stairs 2. Escalators 3. Use of limited art	as above + all art materials are non toxic; all tools are well maintained and where appropriate safety tools (eg - safety scissors, wooden easels) and

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			materials and tools. 4. Interference from members of the public.	protection equipment (eg - eye protection, aprons, rubber glove) are used. Students prior to such tours are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used (eg - gallery space)
Accessible Tours	Years 3-12 Fitness N/A Prerequisites N/A	as above + Training in Accessibility Awareness and working with students with a disability.	1. Gallery entrance stairs 2. Escalators 3. Use of limited art materials and tools 4. Interference from members of the public	1. Gallery Service Officer at Gallery entrance to guide groups and assist with class management and negotiation of entrance and foyer. 2. Gallery Service Officers are stationed at escalators to supervise and support group use. 3. Gallery Educator presenting tours assists school tours in negotiation of gallery spaces, stairs and escalators and an awareness of lecture theatre space, exits and format of session. 4. All art materials are non toxic; all tools are well maintained and where appropriate safety tools (eg - safety scissors, wooden easels) and protection equipment (eg - eye protection, aprons, rubber glove) are used. Students prior to such tours are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used (eg - gallery space) 5. At least two qualified first aid officers are on duty at all times to provide immediate treatment if an accident occurs. 6. All Gallery Officers and Gallery Educators have undertaken training relating to Child Protection issues.
Student Study Days	Years 7-12 Fitness N/A Prerequisites N/A	Minimum: Fine Arts / Visual Arts Degree, Bachelor of Teaching / Dip Ed, AGNSW Gallery Educators training	1. Gallery entrance stairs 2. Escalators 3. use of limited art materials and tools 4. Interference from members of the	1. Gallery Service Officer at Gallery entrance to guide groups and assist with class management and negotiation of entrance and foyer. 2. Gallery Service Officers are stationed at escalators to supervise and support group use. 3. Gallery Educator presenting tours assists school tours in negotiation of gallery spaces,

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		Course, Child Protection Clearance	public	<p>stairs and escalators and an awareness of lecture theatre space, exits and format of session.</p> <p>4. All art materials are non toxic; all tools are well maintained and where appropriate safety tools (eg - safety scissors, wooden easels) and protection equipment (eg - eye protection, aprons, rubber glove) are used. Students prior to such tours are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used (eg - gallery space)</p> <p>5. At least two qualified first aid officers are on duty at all times to provide immediate treatment if an accident occurs</p> <p>6. All Gallery Officers and Gallery Educators have undertaken training relating to Child Protection issues.</p>
Self-directed Tour led by Teacher	Years K-12 Fitness N/A Prerequisites N/A	As required for employment by DET	<ol style="list-style-type: none"> <li>1. Gallery entrance stairs</li> <li>2. Escalators</li> <li>3. Use of limited art materials and tools</li> <li>4. Interference from members of the public</li> </ol>	<ol style="list-style-type: none"> <li>1. Gallery Service Officer at Gallery entrance to guide groups and assist with class management and negotiation of entrance and foyer.</li> <li>2. Gallery Service Officers are stationed at escalators to supervise and support group use.</li> <li>3. Coordinators of Education and/or Gallery Educators available to assist teachers/school tours with advice and strategies for negotiating gallery spaces, stairs and escalators, use of the collection and awareness of lecture theatre space, exits and format of sessions available.</li> <li>4. All art materials are to be non toxic; all equipment well maintained and where appropriate safety tools (eg - safety scissors, wooden easels) and protection equipment (eg - eye protection, aprons, rubber glove) are used.</li> <li>5. Students prior to Self-directed tours are to be briefed by supervising teacher on the rules and requirements of the Gallery environment, planned tasks and correct and responsible use of</li> </ol>

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				<p>all materials, tools and the environment in which they are to be used (eg - gallery space)</p> <p>6. At least two qualified first aid officers are on duty at all times to provide immediate treatment if an accident occurs</p> <p>7. All Gallery Officers and Gallery Educators have undertaken training relating to Child Protection issues.</p> <p>8. Further advice on safe and correct use of the gallery, effective programming and excursion logistics are available via Gallery Education information (see Supervision/services section of this document)</p>

<p><b>Equipment</b>  <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i></p>	
<p>Easels, paint brushes, scissors, eye protection (where appropriate), aprons, plastic gloves.  The above are the most common and generally used equipment across the majority of programs.</p>	
	<p><i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p><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></p>	<p>Covered footwear, comfortable footwear for walking withing the gallery but also to and from transport points outside of the Gallery.</p> <p>The Gallery recomends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch in the The Domain while visiting the Gallery.</p> <p>Water is also recommended particularly in the spring and summer months so students and teachers are well</p>
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	<p>hydrated.</p> <p>The Gallery also recommends that contingencies for wet weather are made. The Gallery has no wet weather facilities for schools to eat their lunches and appropriate wet weather gear for students and teachers should be prepared.</p>
<p><b>Supervision/services</b>  <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i></p>	<p>The Gallery provides information on use of gallery resources, programs and developing and booking successful and safe excursions through: regular Teacher Professional development sessions and Teachers Previews, The Teacher advice leaflet sent to all school in NSW and made available at the Gallery entrance upon arrival, the bi-annual AGNSW Education Programs Handbook and the Gallery website.</p>
<p><b>Access</b></p>	<p>Are access to and egress from the premises safe and without risk to health?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Emergencies</b></p>	<p>Are emergency procedures in place in the venue?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Construction/ Maintenance/ Repair</b></p>	<p>Are licensed personnel used for all construction, maintenance and repair work?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

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<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 checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>Child-related employment</b>	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?	Yes <input checked="" type="checkbox"/>	No <input 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? Department of Education and Training NSW		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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 Training on (02) 9836 9200."			

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