

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Brett Whiteley Studio [Art Gallery of New South Wales]			
Location	2 Raper Street, Surry Hills, NSW 2010			
Phone number	Brett Whiteley Studio 02 9225 1881 ANSW Public Programs 02 9225 1740	Fax number	Brett Whiteley Studio 02 9690 1308 AGNSW Public Programs 02 9225 1842	
Web address	www.brettwhiteley.org [& www.artgallery.nsw.gov.au]			
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Discussion Tours	Years 4- 12 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.Training in Accessibility Awareness and working with students with a disability	1. Narrow footpath at Studio entrance 2. Narrow stairs between floors 3. Interference from members of the public	1. Studio Educators and/or Visitor Service Officers assist with class management and negotiation of entrance. 2. Studio Educators, leading school tours, assist in the negotiation of spaces & stairs. 3. A qualified first aid officer is on duty to facilitate first aid treatment if required. 4. All Gallery Service Officers and Gallery Educators have undertaken training relating to Child Protection issues. 5. No public are permitted to the Studio during designated days for school visits.
Workshop Tours, (including Life Drawing for Senior Students and the Studio Zoo program	Years K-12 Fitness N/A Prerequisites N/A	as above + trained zoo professionals for Studio Zoo program	as above	as above + All art materials are non-toxic; all tools are well maintained and where appropriate safety tools (eg safety scissors, wooden easels) and

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

				protection equipment (eg eye protection, aprons, rubber gloves) 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)
Self-directed Tour led by Teacher	Years 4-12 Fitness N/A Prerequisites N/A	As required for employment by DET	as above	Visitor Service Officers assist with class management and negotiation of entrance. 2. Visitors Service Officers assist in the negotiation of spaces & stairs. 3. A qualified first aid officer is on duty to facilitate first aid treatment if required. 4. All Visitor Service Officers have undertaken training relating to Child Protection issues.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Pencils, graphite blocks, charcoal, pastels, easels, paint brushes, scissors, aprons, plastic gloves. The above are the most common and generally used equipment across the majority of programs.	

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

	<p><i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p>Other requirements</p> <p><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 within the Studio but also to and from transport points outside of the Studio.</p>
	<p>The Gallery recommends hats, sunscreen and other appropriate sun protection for walking to the Studio from the bus stop in Devonshire Street. There is no parking in Raper Street for buses or Studio visitors cars.</p> <p>Water is also recommended particularly in spring and summer months so students and teachers are well hydrated.</p> <p>The Gallery also recommends that contingencies for wet weather are made. The Studio 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>Supervision/services</p> <p><i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i></p>	<p>The AGNSW provides information on use of the Brett Whiteley Studio, resources, programs and developing and booking successful and safe excursions through: regular Teacher Professional development sessions and Teachers Previews, The Teacher advice leaflet, made available at the AGNSW Education Entrance upon arrival, the bi-annual AGNSW Education Programs Poster, the AGNSW and Brett Whiteley Studio websites.</p>

<p>Access</p>	<p><i>Are access to and egress from the premises safe and without risk to health?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p><i>Is the venue wheelchair accessible?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p><i>Are disabled toilets available?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p>Emergencies</p>	<p><i>Are emergency procedures in place in the venue?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
	<p><i>Are staff trained to deal with emergency situations?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p>Construction/ Maintenance/ Repair</p>	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
---	---

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

First Aid	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"/>

Child-related employment	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."			

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