



# Venue and safety information for school excursions

Work Health and Safety Directorate



<b>Venue name</b>	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>	NA
<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>

Serviced	Years Pre-school -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	<ol style="list-style-type: none"> <li>1. Gallery entrance stairs</li> <li>2. Escalators</li> <li>3. Interference from members of the public</li> <li>4. Use of a range of art materials and tools</li> </ol>	<ol style="list-style-type: none"> <li>1. Hosts and Gallery Service Officer at Gallery entrance to guide groups and assist with class management, cloaking and negotiation of entrance and foyer.</li> <li>2. Gallery Service Officers are stationed close to escalators to supervise and support group use.</li> <li>3. Gallery Artist Educators leading school tours assist in negotiation of spaces, stairs and escalators.</li> <li>4. All Gallery Officers are trained in first aid. At least two qualified first aid officers are rostered daily to provide immediate treatment if an accident occurs. The Team Leaders are trained as occupational first aiders and can assist the first aid case if needed.</li> <li>5. All Gallery Service Officers and Gallery Artist Educators have undertaken training relating to child protection issues.</li> <li>6. All art materials are non-toxic; all tools are well maintained and where appropriate safety tools (eg safety scissors, wooden easels) and protective 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).</li> <li>7. Bookings Office, GSOs and Hosts are 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>8. Students prior to visiting tours are to be briefed by supervising teacher on the rules and requirements of the Gallery environment, planned tasks and correct responsible use of all materials, tools and the environment in which they are to be used (eg gallery space).</li> <li>9. 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).</li> </ol>
----------	--	--	---	---

Self-guided, led by teacher	Years Pre-school -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	As required for employment by DEC	<ol style="list-style-type: none"> <li>1. Gallery Host to guide groups and assist with class management and negotiation of entrance and foyer.</li> <li>2. Gallery Service Officers are stationed close to escalators to supervise and support group use.</li> <li>3. Bookings Office, GSOs and Hosts are 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. Students prior to visiting tours are to be briefed by supervising teacher on the rules and requirements of the Gallery environment, planned tasks and correct responsible use of all materials, tools and the environment in which they are to be used (eg gallery space)</li> <li>5. All Gallery Officers are trained in first aid. At least two qualified first aid officers are rostered daily to provide immediate treatment if an accident occurs. The Team Leaders are trained as occupational first aiders and can assist the first aid case if needed.</li> <li>6. All Gallery Officers and Gallery Artist Educators have undertaken training relating to child protection issues.</li> <li>7. 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).</li> </ol>
Outreach	Years Pre-school -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	Use of a range of art materials and tools	<ol style="list-style-type: none"> <li>1. All art materials are non-toxic; all tools are well maintained and where appropriate safety tools (eg safety scissors, wooden easels) and protective 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 classroom)</li> </ol>
<b>Equipment</b> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>		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.		
		All electrical equipment is tested and encased.		
		<i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<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>		Covered footwear, comfortable footwear for walking within the Gallery but also to and from transport points outside the Gallery. The Gallery recommends hats, sunscreen and other appropriate sun protection if the school anticipates eating lunch in the Domain while visiting the Gallery. Water is also recommended, particularly in the spring and summer months so students and teachers are well hydrated. 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.		

<b>Supervision/services</b> <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	Education visitors attend the Gallery as part of a school group and are accompanied by a teacher and other adults. All groups are guided by trained Gallery staff and volunteer guides, unless self-guided. Teachers remain responsible for their students.
<b>Access</b>	<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Emergencies</b>	<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Construction/maintenance/repair</b>	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>First aid</b>	<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Child-related employment</b>	<i>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i> NSW Office of the Children's Guardian <i>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>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 Communities on (02) 9836 9200.</i>

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