

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Wollongong City Gallery		
Location	Cnr Kembla & Burelli Streets, Wollongong NSW		
Phone number	02 4228 7500	Fax number	02 4226 5530
Web address	www.wollongongcitygallery.com		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/program Please list	Recommended age group/ fitness level/ prerequisite skills	Staff accreditation/ competence for this activity/program	Potential risks List hazards/risks related to each activity/program and the venue	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
Guided tours	Preschool, K-12 Fitness N/A Prerequisites N/A  * Preschool supervision ratios 1 adult: 5 children. K - 12 Principal determines ratios.	Gallery Education Officer has an arts and education degree plus Child Protection Clearance.  Volunteer guides who have completed WCG Gallery Guides training course, Child Protection Clearance.	1. Entrance doors 2. Students bags 3. Stairs 4. Elevators 5. Falling over railings in stairwells and between floors 6. Interference from members of the public	1. Teachers supervise, guide groups and assist with class management and negotiation of entrance and foyer. 2. Bags to be placed in trolley provided near reception desk. 3. Gallery Educator leading school tour assists in negotiation of spaces and stairs. 4. Teachers will supervise and support group use. 5. Gallery Educator leading school tours assist in negotiation of spaces and stairs. 6. All Gallery staff and Gallery Educators have undertaken training relating to Child Protection issues. Small group for tours dependant on age / abilities.
Self-guided tours led by Teacher/s	Preschool, K-12 Fitness N/A Prerequisites N/A  * Preschool supervision ratios 1 adult: 5 children. For K - 12 Principal's determine ratios.	As required for employment by schools	1. Entrance doors 2. Bags 3. Stairs 4. Elevators 5. Falling over railings in stairwells and between floors 6. Interference from members of the public	1. Teachers supervise, guide groups and assist with class management and negotiation of entrance and foyer. 2. Bags to be placed in trolley provided near reception desk. 3. Teachers leading school tours assist in negotiation of spaces and stairs. 4. Teachers will supervise and support group use. 5. Teacher leading school tours assist in negotiation of spaces and stairs.

Please note that the information provided above was current as 10 June 2010. 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 provide an update.

Workshops (generally held in Education Centre)	Preschool, K-12 Fitness N/A Prerequisites N/A  * Preschool supervision ratios 1 adult: 5 children. For K - 12 Principal's determine ratios.	Experienced tutors (who have undergone Working with Children Check)  Assisted by Volunteer guides who have completed WCG Gallery Guides training course, Child Protection Clearance.  NB A Gallery staff member is on duty in office	as above +  Use of a range of art materials and tools	6. All supervising teachers should have undertaken training relating to Child Protection issues.  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. Running water available at all times; first aid kit available.  Prior to workshops students 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).  Limited numbers for classes dependant on age / abilities / activity.
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**Equipment**

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

Tables in Education Centre space— handled by two adults. Chairs in Education Centre space – stack no more than 5 high, stack / unstack by adult or older children ONLY. Paint brushes, paints, inks, clay, small items (e.g shells, stamps, lego) scissors, glue, pencils and crayons. The above are the most common and generally used equipment across the majority of programs.				Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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**Other requirements**

Where relevant, list other requirements such as clothing, footwear and sun

Covered and comfortable footwear for walking within the gallery and to and from transport points outside of the Gallery.

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<p>screen, that participants are required to bring. Indicate if any items are provided by the venue.</p>	<p>The Gallery recommends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch in nearby public areas such as the Wollongong Plaza 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.</p> <p>Parental / Guardian permission for photographs for publicity purposes.</p>
<p><b>Supervision/services</b> List services provided by venue staff including briefings, guided tours, supervision of activities etc.</p>	<p>The Gallery provides information on use of gallery resources, programs and developing and booking successful and safe excursions through regular newsletters and program information to schools 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"/>          Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>          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"/>          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>
<p><b>First Aid</b></p>	<p>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 type="checkbox"/> No <input checked="" type="checkbox"/>          Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>Child-related employment</b></p>	<p>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 Community Services NSW</p>

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