

## VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

|  |  |  |   |   |
|--|--|--|---|---|
| <b>Venue name</b>  | MOSMAN ART GALLERY   |  |   |   |
| <b>Location</b>  | Corner of Myahgah Rd and Short St Mosman   |  |   |   |
| <b>Phone number</b>  | 9978 4178  | <b>Fax number</b>  | 9978 4149   |   |
| <b>Web address</b>   | www.mosman.nsw.gov.au/recreation/artgallery.html   |  |   |   |
| <b>Insurance</b>   | Does the venue have public liability cover?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |  |   |   |
| <b>Activity/program</b><br><i>Please list</i>                | <b>Recommended age group/fitness level/ prerequisite skills</b>  | <b>Staff accreditation/ competence</b><br><i>for this activity/program</i>   | <b>Potential risks</b><br><i>List hazards/risks related to each activity/program and the venue</i>  | <b>Control Strategies</b><br><i>Outline strategies for ensuring visitor safety for this potential risk</i>  |
| K - 6 Education Package Tours<br>Art making and Appreciation | Years K - 6<br>Fitness N/A<br>Prerequisites N/A  | FineArts Degree /Bachelor of Education Degree, Diploma of Education, Classroom Teaching Experience, Child Protection Clearance | <ol style="list-style-type: none"> <li>1. Gallery Entrance and internal stairs.</li> <li>2. Lifts</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. Gallery Officer at Gallery entrance to guide groups and assist with class management and negotiation of entrance stairs, foyer and internal stairs.</li> <li>2. Lifts unavailable for general students groups. Gallery officer supervises any students who need to use lift access</li> <li>3. At least two qualified first aid officers are on duty at all times to provide immediate treatment if an unforeseen accident occurs</li> <li>4 Students are supervised by qualified gallery officer at all times</li> <li>5. Gallery education officers have undertaken training relating to child protection issues</li> <li>6. Prior to art making activities 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. All art materials are non-toxic, all tools are well maintained. Where safety is an issue student use of tools is restricted and closely supervised by trained adults.</li> </ol> |

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>Gallery tours and talks<br/>Years 7 - 12</p> | <p>Years 7 - 12<br/>Fitness N/A<br/>Prerequisites N/A</p> | <p>FineArts Degree<br/>/Bachelor of<br/>Education Degree,<br/>Diploma of<br/>Education, Classroom<br/>Teaching<br/>Experience,<br/>Child Protection<br/>Clearance</p> | <p>1. Gallery Entrance<br/>and internal stairs.<br/>2. Lifts<br/>3. Interference from<br/>members of the<br/>public</p>   | <p>1. Gallery Officer at Gallery entrance to guide<br/>groups and assist with class management and<br/>negotiation of entrance stairs, foyer and internal<br/>stairs.<br/>2. Lifts unavailable for general students groups.<br/>Gallery officer supervises any students who need<br/>to use lift access<br/>3. At least two qualified first aid officers are on<br/>duty at all times to provide immediate treatment if<br/>an unforeseen accident occurs<br/>4 Students are supervised by qualified gallery<br/>officer at all times<br/>5. Gallery education officers have undertaken<br/>training relating to child protection issues.</p>  |
| <p>Exhibition related workshops</p>             | <p>Years 7 - 12<br/>Fitness N/A<br/>Prerequisites N/A</p> | <p>Years 7 - 12<br/>Fitness N/A<br/>Prerequisites N/A</p>   | <p>1. Gallery Entrance<br/>and internal stairs.<br/>2. Lifts<br/>3. Interference from<br/>members of the<br/>public<br/>4. Use of a range of<br/>art materials and<br/>tools.</p> | <p>1. Gallery Officer at Gallery entrance to guide<br/>groups and assist with class management and<br/>negotiation of entrance stairs, foyer and internal<br/>stairs.<br/>2. Lifts unavailable for general students groups.<br/>Gallery officer supervises any students who need<br/>to use lift access<br/>3. At least two qualified first aid officers are on<br/>duty at all times to provide immediate treatment if<br/>an unforeseen accident occurs<br/>4 Students are supervised by qualified gallery<br/>officer at all times.<br/>5. Gallery education officers have undertaken<br/>training relating to child protection issues<br/>6. Prior to art making activities students are<br/>briefed on the task and correct and responsible<br/>use of all materials, tools and the environment in<br/>which they are to be used. All art materials are<br/>non-toxic, all tools are well maintained. Where<br/>safety is an issue student use of tools is<br/>restricted and closely supervised by trained<br/>adults.</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.

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |   |
|--|---|
| <b>Equipment</b><br><i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i> |   |
| Common art materials, easels, paint brushes, staplers, scissors, plastic gloves, easels.   |   |
|  |   |
|  |   |
|  |   |
|  | <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i><br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

|   |  |
|---|--|
| <b>Other requirements</b><br><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.  |
|   | The Gallery recommends hats, sunscreen if school anticipates walking to the gallery. |
|   |  |

|   |  |
|---|--|
| <b>Supervision/services</b><br><i>List services provided by venue staff</i> | The Gallery provides information on use of Gallery resources and programs at regular Teacher Preview sessions. |
|---|--|

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.

|   |  |
|---|--|
| <i>including briefings, guided tours, supervision of activities etc</i> |  |
|   |  |

|               |  |   |                             |
|---------------|--|---|-----------------------------|
| <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 staff 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"/> |
|--|---|---|-----------------------------|

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.

|                  |  |   |  |
|------------------|--|---|--|
| <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 type="checkbox"/>            | No <input checked="" 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 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?  |   |                             |
|   | If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
|   | Have all paid and unpaid child-related employees, 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.