

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	Gosford Regional Gallery		
Location	36 Webb Street, East Gosford 2250		
Phone number	4325 0056	Fax number	4325 0062
Web address	www.gosfordregionalgallery.com		
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 hazards <i>List hazards related to each activity/program</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential hazard</i>
Gallery tours	All	Professional Gallery staff Trained Gallery guides	Trips Collison with artwork Emergencies	Welcome and Orientation talk includes the Rules of the Gallery - No Running, Do Not Touch Artwork, Stand Behind Line Away From Artwork Supervision by teachers, in conjunction with Gallery staff and guides Emergency plan developed, displayed and communicated to teachers.
Art workshops	All	Professional Gallery staff Trained artists	Paints, crayons Scissors Emergencies Slips/trips	Water-based paints and non-toxic crayons supplied Safe use of scissors explained and children supervised Emergency plan developed, displayed and communicated to teachers. All spills cleaned up immediately, mops and warning signage available
Garden tours/activities	All	Professional Gallery staff Trained Gallery guides	Slips/trips Submersion in water Sun Cuts and bites/stings	Welcome and Orientation talk includes the Rules of the Garden - No Running, Do Not Lean Over Railings, Do Not Walk on Pebble Beach Supervision by teachers, in conjunction with Gallery staff and guides Wear sunhat and sunscreen, avoid heat of day First aid kit available, Gallery staff completed accredited First Aid training

Version 1

Issue date: September 2006

Next revision date: September 2008

Authorised by - Education Officer

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Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
clipboards, pencils and paper, art materials, scissors	<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"/>
Other requirements <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>	Sunhat and sunscreen
	Covered footwear
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	briefing on arrival at the gallery, guided tours available on request
	supervision by staff at all times
Access	<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"/>
Emergencies	<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"/>
Construction/ Maintenance/ Repair	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	<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"/>
Child-related employment	<i>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?</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? NSW Commission for Children and Young People</i>
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<i>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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