

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	National Trust S. H. Ervin Gallery		
Location	Watson Road, Observatory Hill, The Rocks		
Phone number	(02) 9251 0173	(02) 9251 0122	Fax number (02) 9252 1264
Web address	www.nationaltrust.com.au		Risk Assessment was current at 10/10/10
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>
Exhibition Tour	Yrs K-12 Fitness Level: Very Low Pre-requisite skills N/A	Education Officer trained to present program. Education Officer has Senior First Aid Certificate. Other First Aid officers on site.	1) Pedestrian access shared with cars and cyclists on Watson Road. Cars moving through carpark. 2) Uneven surfaces on road and in carpark. 3) Valuable artworks on gallery walls- subject to copyright laws. 4) Contact with general public	1-2) Groups should use footpath provided and supervised closely by teachers/parents en route to gallery. 3) No food/drink, photography or mobile phones allowed in gallery. Students to leave bags on the bus or at the front desk. Pencils only to be used in the gallery. Students to be reminded to not touch the artworks. 4) Students are supervised at all times by venue staff, volunteers and accompanying teachers.
School Holiday Workshops	As Above	As Above	1-5) As Above 5) Art Materials- risk	5) Students encouraged to bring painting shirts

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 Training and provide an update.

			to clothing.	and reminded to be careful with art materials.

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

Scissors, pencils, chalk/oil pastels, non-toxic water-based paint, non-toxic glue.	
	<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>	The Gallery recommends hats and sunscreen for outside programs or if they intend to eat lunch in Observatory Park. Sturdy footwear should also be worn. Wet weather gear should also be brought as the Gallery has no wet weather facilities.
	Participants in School Holiday workshops are recommended to bring a painting shirt.
	Lunch and drinks should be brought as child-friendly food facilities are not located nearby.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Introductory briefing, gallery tour and art-making activities. Students are accompanied at all times. Bathroom visits in groups or with a buddy.

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"/>

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Emergencies	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"/>
Construction/maintenance/repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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?	
	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.		

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