

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Object Gallery			
Location	St Margarets, 417 Bourke St Surry Hills NSW 2010			
Phone number	(02) 9361 4511	Fax number	(02) 9361 4533	
Web address	www.object.com.au			
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 Tours	all ages	Trained Gallery Staff	falling over hitting an artwork damaging an artwork	Seating students away from walls, outlining the guided tour, setting out rules and regulations of gallery. Students must be supervised by teachers at all times.
Activity Sheets	all ages	Trained Gallery Staff	falling over hitting an artwork damaging an artwork getting hit by a leaning board eating pencils	Setting out rules and regulations of gallery. Students must be supervised by teachers at all times.
Practical Activities	all ages	Trained Gallery Staff	falling over hitting an artwork damaging an artwork	Setting out rules and regulations of gallery. Students must be supervised by teachers at all times.
Artist Talks	all ages	Trained Gallery Staff and artists	falling over hitting an artwork damaging an artwork	Seating students away from walls, setting out rules and regulations of gallery. Students must be supervised by teachers at all times.
General			Paving outside Gallery can be slippery when wet, stairs into gallery and project space	Gallery staff assist the negotiation of entry to gallery and stairs and provide assistance with lift access

Please note that the information provided above was current as at 2/12/2004. 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.

--	--	--	--	--

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
paper, pencils, glue scissors, boards to lean on, chairs, tables, paint, water, paint brushes.	
	<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>	Object Gallery advises wearing comfortable footwear for walking within the space and to and from transport. Object Gallery recommends hats, sunscreen and other sunprotection for walking to and from the Gallery from transport and assembling/eating lunch outside.
	Water is recommended during spring and summer months (please note that there is no eating or drinking within the gallery) Object Gallery recommends that contingencies for wet weather are made. The Gallery has no wet weather facilities for schools to eat their lunches and wet weather gear should be prepared.
	There is limited on street parking on Bourke Street. There is a limited capacity to accommodate special parking needs for visitors with disabilities (by prior arrangement with gallery)

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Guided tours of exhibitions Object Gallery provides information relating to the use of the Gallery, programs and developing and booking successful and safe excursions through: printed materials relating to exhibitions available at the gallery and on request, the Object efler, website and direct communication between gallery staff and teachers to meet specific excursion requirements.
	Activity/project sheets designed in conjunction with Gallery/Exhibitions staff and Teachers
	Students and accompanying teaching staff are briefed on any potential hazards specific to exhibitions - and appropriate behaviour within Object Gallery by gallery staff

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"/>

Please note that the information provided above was current as at 2/12/2004. 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.

Construction/ Maintenance/ Repair	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
First Aid	<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 checked="" type="checkbox"/> No <input type="checkbox"/> Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
Child-related employment	<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 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? TBC</p> <hr/> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Yes <input type="checkbox"/> No <input type="checkbox"/> Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? Yes <input 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."</p>

Please note that the information provided above was current as at 2/12/2004. 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.