

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Object Gallery Walking Tours			
Location	St Margarets, 417 Bourke St Surry Hills NSW 2010 and surrounding Surry Hills area			
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>
A guided walking tour of St Margarets Urban precinct and Surry Hills area- focusing on 19th & 20th century architecture and design.	all ages	Trained Gallery Staff	Crossing roads with minimal traffic conditions Loading Zones, Carpark entry/exit	Students must be supervised by teachers at all times. Our guides are well versed in Group Management, particularly crossing the streets with groups of students. The Surry Hills area has pedestrian crossings conveniently situated for the safety of visitors. The routes prepared for our walking tour are specifically designed utilising these designated pedestrian crossings wherever practicable. At all times, our guides are aware that they must confer with the students with regard to the procedure for crossing the roads before the first road is crossed.
			Uneven surfaces Stepping on and off footpaths Restricted footpath access due to outside seating for cafes/restaurants, footpath furniture and power poles, rubbish	Object's Guides ensure that the group on the tour are aware of their surroundings and are safely on footpaths and in pedestrian areas at all times on the tour. With an emphasis on walking slowly (not running) to ensure safety on uneven surfaces.

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			bins	
			Windy conditions Slippery surfaces during wet weather Falling tree branches, etc.	When groups stand to listen to site specific information, Object's Guides make sure that each member of the group is close and safely on the footpath or pedestrian safe area. Ensuring that they are positioned in an area which is most protected according to weather conditions and wearing appropriate clothing.
				In the event of hot weather, consideration is given to shade and rest stops whenever feasible. It is recommended that all students wear sunscreen and/or hats, sensible and comfortable walking shoes.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
cameras,paper, pencils, boards to lean on.	
	<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 the walking tour and walking to and from the Gallery to transport and assembling/eating lunch outside.
	Water is recommended during spring and summer months. It is recommended that students wear; * Hats *Sunscreen *Sensible walking shoes*, Protective outdoor clothing on hot, cold or rainy days * Optional personal items, such as, water bottles and medications Object Gallery recommends that contingencies for wet weather are made. The Gallery has no wet weather facilities

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	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>	<p>Guided walking tours are conducted by Object's personnel Each group must be accompanied by a teacher or nominated representative of the attending school 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.</p> <p>Activity/project sheets designed in conjunction with Gallery/Exhibitions staff and Teachers</p> <p>Students and accompanying teaching staff are briefed on any potential hazards specific to the guided tour - and appropriate behaviour while on the tour.</p>
Access	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Have all staff, paid and unpaid, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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>

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