

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	National Gallery of Australia			
Location	Parkes Place Parkes ACT			
Phone number	02 6240 6519	Fax number	02 6240 6560	
Web address	nga.gov.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>
1 Arrival and departure, entry via hinged or revolving doors, stairs or ramp	All ages Fitness n/a Prerequisites n/a	Teachers and/or carers required to accompany students/children and oversee activity	<ul style="list-style-type: none"> • trip, fall in car park • crush by vehicle • slip on surfaces, especially in wet weather • crush in door, fingers jammed 	<ul style="list-style-type: none"> • Bus park is kept for buses only; regularly swept of debris • Students, teachers and carers need to be mindful of obstacles, including vehicles; watch for other vehicles when crossing roads • Non-slip external surfaces clear of debris, no pooling of water; teachers/carers to ensure no running or jostling on stairs or ramp; take caution during wet weather; ensure shoes are non-slip • Security attendant stationed at the entry; teachers/carers to ensure care taken when entering the Gallery; one person at a time through the revolving doors
2 Assembly in foyer prior to tour	Early childhood, primary and secondary students, their teachers and	Teachers and/or carers required to accompany students/children and oversee	<ul style="list-style-type: none"> • bumping and crushing during orientation • danger to self and others 	Education staff member or voluntary guide to meet group in foyer at designated time; large schools groups broken into smaller, manageable groups (recommended 15 students per educator/guide); Gallery protocol explained by

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	carers Fitness n/a Prerequisites n/a	activity	<ul style="list-style-type: none"> • bulky bags • drinks and/or food spill • NGA supplies stools and/or clipboards that need handled carefully to avoid potential risks to works of art and other students 	teacher/carer prior to visit and reinforced by educator/guide: no running in the Gallery, no touching works of art, being respectful of other visitors in the Gallery; all bags, non-NGA clipboards and drinks to be either left on the bus or checked at the cloakroom, no food or drinks permitted in the Gallery; students instructed in proper use of stools and clipboards where provided, stools maintained in good order
3 During tour <ul style="list-style-type: none"> • 'Learning to look' discovery tour • 'Visual art in context' discussion tour • Drawing tour within Gallery • Tours in the Sculpture Garden • Self-directed tours 	Early childhood, primary and secondary students, their teachers and carers Fitness n/a Prerequisites n/a	As above, plus: NGA staff have minimum Bachelor Fine Arts and/or Visual Arts and/or Bachelor of Education; voluntary guides have undertaken a one-year training course	<ul style="list-style-type: none"> • Individual becomes disoriented • Individual damages self (slips or falls) or work of art • NGA supplies stools and/or clipboards that need handled carefully to avoid potential risks to works of art and other students • Temptation to climb sculptures or touch works of art 	Education staff member or voluntary guide to meet and guide group through Gallery spaces (unless self-guided); clear signage, especially exit signs, maps and trails of the Gallery available; Gallery educators and/or guides are available to assist teachers/carers of school groups with advice and strategies for negotiating the Gallery spaces; group and teachers/carers stay together; public address system can be used to page missing or required persons; if student needs to use bathrooms, teacher/carer accompanies them; students requested to walk quietly in the Gallery and look with their eyes, not their hands; care needs to be taken when handling NGA clipboards provided to ensure they are not protruding and therefore may cause damage; materials used in drawing tours are non-toxic; barriers and signage clearly indicate works of art; security officers stationed regularly throughout Gallery, all trained in first aid; verbal alert given by Security, educator or guide if students are too close or are in danger
4 Study mornings	Primary and secondary students and their teachers Fitness n/a	Teachers and/or carers required to accompany students/children	As above, plus: <ul style="list-style-type: none"> • use of limited art materials and tools 	All art materials are non toxic; tools are well maintained and, where appropriate, safety precautions and/or protective equipment provided (e.g. eye protection, gloves, aprons);

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	Prerequisites n/a	and oversee activity; NGA staff have minimum Bachelor of Fine Arts and/or Visual Arts and/or Bachelor of Education		students undertaking such activities are briefed by the instructor in the correct use of materials and tools; several first-aid officers are on duty at all times when the Gallery is open to the public
5 Teachers' previews	Teachers Fitness n/a Prerequisites n/a	NGA staff have minimum Bachelor Fine Arts and/or Visual Arts and/or Bachelor of Education	<ul style="list-style-type: none"> • Individual becomes disoriented • Individual damages self (slips or falls) or work of art • Temptation to touch works of art 	Teachers advised of safety in the Gallery as with Point 3 above
6 Walking in the Gallery grounds	All ages Fitness n/a Prerequisites n/a	Teachers and/or carers required to accompany students/children and oversee activity	Other environmental risks: <ul style="list-style-type: none"> • Lake Burley Griffin • Gallery pond • Water feature 	Barriers to some water features, e.g. existing wall between Sculpture Garden and Lake Burley Griffin, shallow edge to lake; students need to take appropriate care around water features
7 End tour	All ages Fitness n/a Prerequisites n/a	Teachers and/or carers required to accompany students/children and oversee activity	<ul style="list-style-type: none"> • Returning stools (bumping and crushing) 	Students to return in an orderly fashion; group stays together; take turns in returning stools to cabinets
8 Return to bus	All ages Fitness n/a Prerequisites n/a	Teachers and/or carers required to accompany students/children and oversee activity	<ul style="list-style-type: none"> • Trip, fall in car park • Crush by vehicle 	Bus park is for buses only; bus park regularly swept of debris; students need to be mindful of obstacles, including cars

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9 Special access tours	Primary and secondary students and their teachers/carers	Teachers and/or carers required to accompany students/children and oversee activity; NGA staff have minimum Bachelor Fine Arts and/or Visual Arts and/or Bachelor of Education, plus training in special education issues and awareness of working with students with a disability	As with other tours; special attention paid to access, egress issues and movement through the Gallery	As with other tours; Security notified to allow ease of access to and from car park lift

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
Easels, pencils, paint and brushes, scissors, gluesticks, aprons, and gloves are the most common materials and equipment used in activities	
	<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	Covered, comfortable footwear recommended for walking in the Gallery, Sculpture Garden, and to and from transport
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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	Hats, sunscreen and water are recommended to be carried when undertaking tours in the Sculpture Garden during summer months; these can be left in the cloakroom upon entering the Gallery; the Gallery has no wet-weather facilities for students to eat their lunches outside in case of inclement weather and provision should be made for this.
	Prior to the visit teachers/carers brief students about appropriate behaviour (e.g. walking in the Gallery, listen to instructions, not touch the works of art, including those in the Sculpture Garden); take care in bus park; leave bags, backpacks, drinks and food in the bus or cloak them
Supervision/services List services provided by venue staff including briefings, guided tours, supervision of activities etc	Bookings and further information accessed through Education section; Education services brochure is sent to all schools at the beginning of each year and is available on arrival; education resources and trails are available on booking or can be picked up at the information desk; website contains up-to-date information on exhibitions, and education programs and services
	Guided tours include 'Learning to look' discovery tour, 'Visual art in context' discussion tour, drawing tour within Gallery and tours of the Sculpture Garden; teachers can also undertake self-directed tours with or without the free audio tour
	Teachers' professional development sessions, including teachers' previews, study days and in-services tailored to needs
Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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"/>

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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 checked="" type="checkbox"/>	No <input 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? Department of Education and Training, NSW Government		
	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"/>
	Have all staff, paid and unpaid, 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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