

Venue and Safety Information for School Excursions

Venue Name: Wagga Wagga Art Gallery
Location: Cnr Baylis & Morrow Streets, WAGGA WAGGA NSW 2650
Phone number: (02) 6926 9660
Email address: gallery@wagga.nsw.gov.au

Web: <http://www.wagga.nsw.gov.au/gallery>

<i>Activity/ Program</i>	<i>Recommended age group/fitness level/ prerequisite skills</i>	<i>Staff accreditation/ competence for this activity</i>	<i>Potential hazards relating to each activity area within venue</i>	<i>Control Strategies that will aid in the promotion of visitor safety against potential risk</i>
Arriving and proceeding to lower main entrance	Years K-12+	Teachers	Arrival timing Traffic hazards Trips and falls Special Needs Access	<ul style="list-style-type: none"> Schools should plan to arrive 5 mins before the starting time of their visit. It is recommended that that teachers carry a mobile phone to advise staff of any delays. On street parking is limited. Depending on where the bus driver parks students may require teacher supervision to gain safe access to the Art Gallery. Teachers should ensure students do not run at any stage during their visit to the Art Gallery. Special Needs access to Art Gallery is available via the same group entrance point. Please also inform staff at time of booking.
Briefing of classes	Years K-12+	Trained gallery staff Teachers with prior experience of gallery procedures	Doors access Noise level and behaviour	<ul style="list-style-type: none"> A safety briefing will be delivered to students upon entry to the venue. Teachers should maintain direct supervision of students at all times. Teachers are responsible for ensuring students maintain an acceptable volume of noise and maintain an acceptable behaviour standard.
Personal property	Years K-12+	Trained gallery staff	Storage facilities	<ul style="list-style-type: none"> As there is no storage facility available school groups must take full responsibility for all items that are

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			Lost property	<p>brought onto the site.</p> <ul style="list-style-type: none"> It is recommended students do not bring valuables. However the Art Workshop can store school bags if not in prior use Staff will contact schools in relation to personal property left on the premises.
Internal space	Years K-12+	Teachers/Trained gallery staff	Trips and falls	<ul style="list-style-type: none"> Teachers must ensure that there is absolutely no running or jumping while students are at the Art Gallery.
Enclosed balustrade	Years K-12+	Teachers/Trained gallery staff	Falls from balustrade	<ul style="list-style-type: none"> Students need to be supervised at all times whilst near the balustrade on the upper floor of the gallery to ensure against accidents that may result from students climbing over the balustrade or dropping items over the edge.
External space	Years K-12+	Teachers/Trained staff	Trips and falls	<ul style="list-style-type: none"> Due to the nature of the outside surface area students are requested not to run. It is also important that children do not climb on objects as this may result in personal injury and may cause damage to public property – e.g. public art, reflection pond in front of the glass gallery
Leaving the Art Gallery	Years K-12+	Teachers	<p>Lost property</p> <p>Lost or unaccounted for students</p>	<ul style="list-style-type: none"> Teachers must report any lost property to staff at the reception desk. Teachers need to keep students together and under direct supervision at all times. A headcount must be conducted by teachers prior to leaving the Art Gallery. Staff must be informed if students are unaccounted for.
Covid19	YearsK-12+	Trained Gallery Staff/Teachers	Covid19	<ul style="list-style-type: none"> Teachers and staff to keep students the recommended space apart and follow the NSW Government Guidelines.

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Other requirements	If there is an outside exhibition/program teachers must ensure that all students are dressed in the appropriate manner i.e. hats, sun screen etc., as deemed appropriate by school policy for outdoor activities.
Supervision/services	On arrival your group will be reminded of the safety rules, introduced to the areas of the Art Gallery and assisted with any other details by gallery staff and volunteers. Teachers must maintain direct supervision of their students at all times during the visit.
	Every adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. The school must ensure that there is adequate teacher supervision for the size of the visiting group and that supervision is evenly spread through out your group while at the Art Gallery. Suggested ratio is 15 students to 1 adult.
	Teachers must ensure that students do not leave the confines of the Art Gallery unless accompanied by a supervising adult.
	As the Art Gallery is open to the general public, children need to be aware of 'stranger danger'.
	Guided tours/talks to school groups will only be undertaken if prior arrangements are made of no less than 2 weeks prior to visit.
Insurance	The venue is covered for public liability insurance
Access	The Art Gallery has wheelchair access.
	A disabled toilet is available in the civic centre foyer.
Emergencies	There are emergency procedures in place at the Art Gallery and staff are trained to deal with emergency situations. Please follow staff directions should an emergency arise
Construction/Maintenance/Repair	Licensed personnel are used for all building construction, maintenance and repair work.
First Aid	A first aid kit is available at this site.
	There is a trained first aid officer at this site.
Child-related employment	Employees of the Art Gallery are engaged in child-related employment as defined by the Commission for <i>Children and Young People Act 1998</i> and the <i>Child Protection (Prohibited Employment) Act 1998</i> . As the Wagga Wagga Art Gallery is registered with an approved screening agency in NSW, all staff and volunteers at this site have completed a Prohibited Employment Declaration and have undergone employment screening.

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