

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



Venue name	Orange Regional Gallery		
Location	Corner of Byng and Peisley Street, Orange		
Phone number	6393 8136	Fax number	6393 8100
Web address	www.orange.nsw.gov.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



Council Requirements

- It is important for the visiting organisation to be aware that it remains responsible for the students/participants at all times
- Council staff may guide the activity, however, total supervision remains the sole responsibility of the school/organisation.
- It is also the responsibility of the visiting organisation to ensure that the visit is endorsed and covered by the school's/organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.

Pre-Visit

- Teachers/ organisers must review the "Venue and Safety Information" form and the "OH&S Risk Assessment & Control Plan".
- All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

- Teachers/organisers must sign in, noting numbers, and await instructions from the tour leader before allowing participants to alight.
- The Orange City Council tour leader will provide a brief safety induction prior to the start of the tour.

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>
Guided Tours	All ages	Trained Gallery Guides and Gallery Staff	Falling over and hitting art works. Touching sensitive pieces of art. Falling down stairs from Gallery 3.	Setting out rules and regulations of the Gallery prior to commencing the tour. Students to be supervised by teachers at all times.
Activity Sheets and practical activities	All ages	Trained Gallery Guides and Gallery Staff	Falling over and hitting art work damaging art work, eating different media, pencils, paint etc.	Setting out rules and regulations of the Gallery prior to commencing the activity. Students to be supervised by teachers at all times.
Artist Talks	All ages	Trained Gallery Guides and Gallery Staff	Falling over and hitting art works. Touching sensitive pieces of art. Falling down stairs from Gallery 3.	Setting out rules and regulations of the Gallery prior to commencing the activity. Students to be supervised by teachers at all times.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
	<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>	Appropriate clothing required for children attending art classes eg. Old clothes of protective clothing.
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Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Guided tours can be provided by Gallery Guides and Gallery Staff.	
	Art classes are held in school holidays.	
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"/>
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	Some employees of our organisation are 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? If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? NSW Commissioner for Children & Young People	
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening? Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Response – There are several staff at this venue who have completed a Prohibited Employment Declaration and may have undergone employment screening, but not all members of staff in all venues in Orange City Council are required to, nor have, undergone screening or completed a Declaration.

RISK ASSESSMENT AND CONTROL PLAN

Task or Activity		Pubic Tours of Orange Regional Gallery, Civic Square, Byng Street, Orange					
Hazard/ Risk Identification (Type/Cause)	Probability/ Consequence		Current Controls	Risk Management Plan Elimination or Control Measures			
	Prob.	Cons.		Action Summary- Immediate/ Interim Control	Who	When	
Uneven path, steps, pavers	Unlikely	Negligible	Prevention of slips, trips and falls by raising awareness	No running policy First aid if required	OCC staff	OCC induction	
Electric Doors	Unlikely	Negligible	Raising awareness	Students adequately supervised	Teachers	Pre - excursion	
Sun burn/heat exhaustion	Unlikely	Negligible	Hat, sunscreen supplied by school/organiser	Information sessions held undercover as much as possible	OCC staff	During tour	
Chemical stores	Very unlikely	Negligible	Access restricted	First Aid	OCC staff	During tour	
Drowning	Unlikely	Critical	Raising awareness	Students adequately supervised	Teachers	Pre- excursion	
General injury eg. cuts, trips, falls	Unlikely	Negligible	Equipment appropriate Raising awareness	Students adequately supervised No running policy First Aid if required	OCC staff	OCC induction	
Consulted with Gallery Director and appropriate staff Coordinator - Neil Absolon Date October 2005				Action Plan Communicated to - Schools Via - Internet			

Monitor and Review

• Are the controls still effective?	YES	• Have there been any changes?	NO
• What further action is required?	NIL	• Are all staff aware of the controls?	YES
Signature [Neil's Signature]		Review Date – December 2009	

The information provided above was current as at December 2007. 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. When this information is revised it will be accessible from Orange City Council's web site www.orange.nsw.gov.au.

Comments: