

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	National Trust S.H. Ervin Gallery			
Location	End of Watson Road, Observatory Hill, The Rocks, Sydney			
Phone number	02) 9258 0150	Email	sheg@nationaltrust.com.au	
Web address	www.shervingallery.com.au			
Insurance	Does the venue have public liability cover?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Activity/program	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence (For this activity/program)	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 Tour	Yrs K-12 Fitness Level: Very Low Pre-requisite skills N/A	Education Officer trained to present program. First Aid officers on site.	1) Pedestrian access shared with cars and cyclists on Watson Road. Cars moving through carpark. 2) Uneven surfaces on road and in carpark. 3) Valuable artworks on gallery walls subject to copyright laws. 4) Contact with general public	1-2) Groups should use footpath provided and supervised closely by teachers/parents en route to gallery. 3) No food or drinks allowed in gallery. Students to leave bags on the bus or at designated area in the Gallery. Pencils only to be used in the gallery. Students to be reminded to not touch the artworks. 4) Students are supervised at all times by venue staff, volunteers and accompanying teachers.

Please note that the information provided above is current as at 1/2/20. 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.

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Emergency Response	Suitable for all ages, unrestricted disability access	No Specific requirements	Students may panic in the event of an emergency evacuation being required	In the event of an emergency evacuation all students and teachers are to obey all instructions given by Mint personnel in relation to the safe evacuation of the building and move to the indicated emergency assembly point until further instructions are given.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
No Personal Protective Equipment required.	
	<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>	
	Student to Teacher/Adult Supervisor ratio to be maintained at 25 students per adult at all times
	Students are requested to leave bags or back packs at a designated location in the Gallery.
	Students are requested to respect the safety of other visitors – teachers to always remain with their group.

Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	
	All school groups are met by a supervising staff member.

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 members trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Construction/ Maintenance/ Repair	
	<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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First Aid	<i>Are first aid kits available for each activity?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable
	<i>Is there a trained first aid officer at the venue?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	<i>Is a first aid room available?</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Child-related employment	<i>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?</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Working With Children Checks
<p>The National Trust has checked with the NSW Office of the Children’s Guardians and has been advised that our staff members have a current working with children check</p> <p>At all times, teachers are responsible for the full supervision of their students while on the excursion.</p>

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