

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

VENUE NAME	Shoalhaven Regional Gallery, Nowra			
LOCATION	12 Berry St Nowra 2541			
PHONE	02 4429 5441			
EMAIL	Fiona.mcfadyen@shoalhaven.nsw.gov.au			
WEBSITE	www.shoalhavenregionalgallery.com.au			
INSURANCE	Does the venue have public liability cover? Yes			
ACTIVITY / LOCATION	RECOMMENDED AGE GROUP/ FITNESS LEVEL/ PRE- REQUISITE SKILLS	STAFF ACCREDITATION/ COMPETENCE	POTENTIAL RISKS	CONTROL STRATEGIES
Access		School staff supervising as approved by NSW Department of Education and Training.	Moving vehicles - driveways and laneways crossing footpaths.	School staff supervise children to and from school to Shoalhaven Regional Gallery.
Studio	Years K-12 Adults Fitness N/A Pre-requisites N/A	Fine Art/ Visual Arts Degree/ Bachelor of Teaching/ Dip.Ed. Qualified & Experienced Art Practitioners. Child protection clearance Working with Children Check <ul style="list-style-type: none"> Fiona McFadyen WWC0721243E exp.26/5/20 Bridget Macleod WWC1473216E exp.13/9/22 	Traffic flow in building Stairs Balconies Art tools and materials	Gallery staff at entrance to guide groups and assist with group management. All materials used are non-toxic; all tools are well maintained and where appropriate safety tools and protection are used. Education staff brief, direct and assist students in workshops on the task, correct and responsible use of all materials and tools and the environment in which they are to be used.
Courtyard	All ages - children to be supervised	As above and as required for employment by NSW Department of Education and Community.	Art works, sculptures, tables, chairs and umbrellas. Running in the courtyard.	Gallery and school staff give directions and manage students to avoid potential risk bumping into outdoor furniture and avoid playing on any artworks.

Forecourt	All ages - children to be supervised	As above and as required for employment by NSW Department of Education and Community.	Demonstration and artmaking outdoor area – access to the street.	Gallery and school staff supervise and give directions to manage students to avoid potential of any student leaving the forecourt area unless directed.
Gallery	All ages - children to be supervised	As above and as required for employment by NSW Department of Education and Community.	Glass doors, hard floors, objects and art works on display.	Prior to gallery tours students and school staff will be briefed by supervising education officer on rules and requirements of the Gallery environment, planned tasks, correct and responsible use of all materials and tools used for tasks.
Access			Shoalhaven Regional Gallery is a wheel chair accessible environment, disabled toilets are provided on both levels of the building and a lift is available for access to first floor where the art studio is located.	
First Aid			First Aid kit available in Gallery Administration Office ground floor. At least one qualified First Aid Officer is on duty at all times.	
Emergencies			Emergency procedures are in place in the venue and staff are trained to deal with emergency situations.	
Construction/Maintenance/Repair			Licensed personnel are used for all construction, maintenance and repair.	
Other requirements			Covered footwear is required for studio and gallery visits. Protective clothing (art apron or old t-shirt) is necessary for practical workshops. Hats and sunscreen are advised for program breaks taken outside in the forecourt or courtyard. Schools visiting for an extended period should bring lunch and a drink.	