

ARTEXRESS - VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	Armory Gallery, Building 18 Newington Armory			
Location	Jamieson Street Sydney Olympic Park			
Phone number	02 9714 7300 SOPA Reception	Fax number	02 9714 7281	
Web address	www.sydneyolympicpark.com.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>
Exhibition of HSC students' major works completed for the visual arts examination	Secondary Visual Arts students	A Gallery Attendant is present at this venue.	Dehydration from walking from the mode of transport to the gallery	Students are encouraged to bring bottled water
			Sunburn from walking from the mode of transport to the gallery	Students to supply their own sunscreen and be encouraged to wear a wide-brimmed hat
			Trip hazards -uneven surfaces	Students and teachers should keep to the defined pathways
			Impact on the heritage site	Students and teachers are requested to respect the precinct's natural and cultural heritage values
			Narrow guage railway tracks	Students need to be aware of trip hazard that the railway tracks may cause. Students need to walk carefully beside these tracks.
			General	Minimum staff to student ratio of 1:30 enforced. The school teacher must be present with the group at all times during the activity. Students must keep to defined pathways at all times. It is prohibited to climb the earthen traverses surrounding the Gallery building.

Please note that the information provided above was current as at 23/1/2013. 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. If this information changes, the venue will advise the Department of Education and Communities and provide an update.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
	Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards? 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>	Students are encouraged to wear wide-brimmed hats and sunscreen for the time spent outside travelling to and from the exhibition venue; students accessing the venue by public transport should wear appropriate footwear for walking.
	Students should only bring the necessary items to the Armory Gallery and their main bag should be left either at school or on their school bus.
Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Sydney Olympic Park staff are on-site at the Armory Gallery but teachers are responsible for student supervision.
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 type="checkbox"/>	No <input checked="" 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? Dept of Sport and Recreation		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all paid and unpaid child-related employees, 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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