


VENUE AND SAFETY INFORMATION FOR SCHOOLS

Venue Name/Location	Cowra Regional Art Gallery 77 Darling Street, Cowra NSW 2794	
----------------------------	--	---

Phone number	02 6340 2190	Fax number	02 6340 2191
---------------------	--------------	-------------------	--------------

Contact email address	blanger@cowra.nsw.gov.au
------------------------------	--------------------------

Gallery Hours – School visits only	Tuesday to Friday 10am to 4pm (Out of Hours Visits by appointment)
---	---

Insurance	Does the venue have public liability insurance cover? Yes
------------------	---

Council Requirements

- It is important for the visiting school to be aware that it remains responsible for the students at all times
- Supervision of visiting groups of children to the Gallery are the sole responsibility of the Teacher/Adult Carer and School as listed on the school registration form
- It is also the responsibility of the visiting Teacher/Adult carer and School to ensure that the visit is endorsed and covered by the school's public liability and other relevant insurance
- If minors (persons under the age of 18) are visiting a Council facility, it is the school's responsibility to ensure parental consent and other relevant insurance has been arranged

Pre-visit

- Teachers/organisers must review the "Emergency Plan" provided.
- All participants should be informed of relevant control measures and behavioural requirements as outlined in the General Information with the booking form.

Upon Arrival

- (2) Teachers/Group leaders must 'check in' electronically via unique QR code Service NSW application
- (2) Teachers/Group leaders must sign in at the Gallery, noting numbers, and retain an electronic record of names of attendees, before allowing students/participants to enter the gallery.
- A Cowra Regional Art Gallery staff member will provide a brief safety induction prior to the start of the tour.
- It should be noted the tiled Gallery entrance can be slippery when wet.

Cowra Regional Art Gallery

COVID-19: During the current pandemic group numbers are limited. A maximum limit of 20 students is permitted. Groups over 20 must be split to enable compliance with COVID-19 restrictions. There must be a teacher/student ratio of 1:5. The Nguluway Room adjacent to the Gallery can be used as part of the visit for an activity. The Nguluway Room limit is 26 people ie 1 person per 2m square space at 1.5m apart.

Important information: For the health and safety of everyone, please observe the changing COVID-19 precautions which include not visiting when sick; sanitising hands on arrival; electronic check in on arrival for 2 group leaders; retaining electronic record of names of attendees; maintaining a physical distance of 1.5m when in the Gallery and observing any supervisor to student ratios per space as deemed appropriate prior to your visit. *Please be advised that these conditions may change. Please discuss further with Gallery Staff when booking your school visit.*

The Gallery has a responsibility to protect the art works under its care during an exhibition. For this reason there is a maximum limit of 20 students and mandatory number of teachers/supervisors required per school group. These conditions must be complied with. The preferred ratio of teachers to students is 1:10. If this is not possible please discuss further with Gallery Staff prior to booking.

It is the Teacher or Group Leader's responsibility when in the Gallery to supervise, oversee the general behaviour of students and intervene when necessary.

Cowra Regional Art Gallery

Activity/Program <i>Please list</i>	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence for this activity program	Potential risks	Control Strategies Outline strategies for ensuring visitor safety for this potential risk
School Visit	All ages	Gallery Staff	Running in the gallery and falling onto or accidentally hitting an artwork, Tiled entrance can be slippery when wet.	<p>Gallery Introduction by Gallery Staff to Teachers regarding the Gallery exits and its amenities + Emergency Plan, prior to commencing the visit.</p> <p>Teachers Setting out rules and regulations of the Gallery, to students prior to commencing the visit. Students to be supervised by teachers at all times.</p>
Activity Sheets and practical activities (if available)	All ages	Gallery Staff	Running in the gallery and falling onto or accidentally hitting an artwork. Damaging an artwork by deliberately touching or using a sharp item eg. pen, ruler etc.	<p>Teachers Contacting the gallery prior to a visit to discuss type of class activity to be carried out</p> <p>Setting out rules and regulations of the Gallery with students prior to the visit.</p> <p>Students to be supervised by teachers at all times.</p>
Artist Talks (if available)	All ages	Gallery Staff	Tiled entrance can be slippery when wet. Running in the Gallery and falling onto or accidentally hitting an artwork.	<p>Gallery staff Introduction by Gallery Staff to teachers regarding the Gallery and its amenities + emergency plan, prior to commencing the visit.</p> <p>Teachers Setting out rules and regulations of the Gallery, to students prior to commencing the tour/visit.</p>

				Students to be supervised by teachers at all times.
--	--	--	--	---

Cowra Regional Art Gallery

Activity/Program <i>Please list</i>	Recommended age/group/fitness level/prerequisite skills	Staff accreditation/competence for this activity program	Potential risks	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Self-directed Tour led by Teacher	Years K-12	N/A	Tiled entrance can be slippery when wet. Running in the Gallery and falling onto or accidentally hitting an artwork.	Gallery staff Introduction by Gallery Staff to teachers regarding the Gallery and its amenities + emergency plan, prior to commencing the visit. Setting out rules and regulations of the Gallery prior to commencing the visit. Teachers Students to be supervised by teachers at all times.

Equipment	
<i>List any equipment, including personal protective equipment, to be provided during the activities/programs.</i>	
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes

Other Requirements <i>Where relevant, list other requirements such as clothing, footwear and sunscreen, 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 or protective clothing.
---	--

Supervision/services <i>List services provided by venue staff including briefings, guided tours,</i>	Floor Talks can be provided by Gallery Staff if required prior to a visit
--	---

Cowra Regional Art Gallery

Access	<i>Are access to and egress from the premises safe and without risk to health? Yes Is the venue wheelchair accessible? Yes Are disabled toilets available? Yes</i>
Emergencies	<i>Emergency plan available? Yes</i>
First Aid	<i>Are first aid kits available for each activity? Yes Is there a trained first aid officer at the venue? Yes Is a first aid room available? No</i>

