

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name	Hazelhurst Regional Gallery & Arts Centre		
Location	782 Kingsway, Gymea, Sydney NSW 2227		
Phone Number	(02) 8536 5700	Fax Number	8536 5750
Web Address	www.hazelhurst.com.au		
Insurance	Does the venue have public liability cover? * Yes No		

Activity/ Location	Recommended Age group/ fitness	Staff accreditation	Potential Risks	Control Strategies
Access		School staff supervising as approved by DET	Moving Vehicles	School staff supervise children to and from bus and ensure children use pedestrian footpath, not car park to enter and leave grounds of Hazelhurst.
Studios	Years K – 12, Adults Fitness N/A Prerequisites N/A	Fine Arts/Visual Arts Degree, Bachelor of Teaching/Dip Ed or Qualified & Experienced Art Practitioners.	Traffic flow in building Tools and materials	Gallery staff at entrance to guide groups and assist with class management. At least one qualified first aid officer is on duty at all times to provide immediate treatment if an unforeseen accident occurs. All materials are non-toxic; all tools are well maintained and where appropriate safety tools and protection equipment are used. Students in workshops are briefed

		Child Protection clearance.	Studio furniture	<p>on the task and correct and responsible use of all materials, tools and the environment in which they are to be used.</p> <p>Education Staff manage and assist children where high stools and tall desks are used.</p> <p>Staff direct students about the hazards of studio equipment.</p> <p>Staff to assist/direct students on use of boards, portable tables or easels.</p>
Gardens	All ages, children to be supervised	As above And as required for employment by DET	Creek, rocks, gardening equipment and art works	Education staff and school staff give directions and manage students to avoid potential danger of creek, rocks, any gardening equipment and to avoid playing on art works.
Regional Gallery, Community Gallery		As above And as required for employment by DET	Regional gallery glass doors Materials and tools Objects on display	<p>Staff at Gallery entrance to guide groups and assist with class management and negotiation of Regional Gallery entrance from foyer.</p> <p>All art materials are to be non-toxic; all equipment well maintained and where appropriate safety tools and protection equipment are used.</p> <p>Students prior to tours, including self-directed tours, are to be briefed by supervising teacher on the rules and requirements of the Gallery environment, planned tasks and correct and responsible use of all materials, tools and the environment in which they are to be used.</p>
Theatrette	All ages,	As above	Lights	Staff presenting excursion to turn theatre lights on before

	children to be supervised.		stairs	admitting groups into theatre and direct students and others in awareness of theatre stairs and exit.
Access			Hazelhurst is wheel chair friendly. Disabled toilets are provided.	
Emergencies			Emergency procedures are in place in the venue. 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 garden visits. Protective clothing is necessary for practical workshops. Hats and sunscreen are required outdoors in the garden. Schools visiting for an extended excursion should bring lunch and a drink.	