

Venue Name	Penrith Regional Gallery & The Lewers Bequest		
Location	86 River Road, Emu Plains NSW 2750		
Phone Number	02 4735 1100	Fax:	02 4735 5663
Web Address	www.penrithregionalgallery.org.au		
Insurance	Does this 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 & the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential</i>
Playgroup Gallery Visit and Art Adventure	0-6 Fitness: n/a Prerequisites: n/a		Free standing sculptures and installations	Guided activity through the gallery space with Gallery Education Staff, or direct parent supervision of children when in the gallery with out a guide.
Discovery Tours	Years K - 6 Fitness: n/a Prerequisites: n/a	Visual Arts Degree . Bachelor of Teaching. Assisted by Volunteer Guides trained in art appreciation and gallery access activities. Child Protection Clearance	1. Gallery Access from Bus parked on the other side of River Road 2. Access to Driveway (Garden unfenced) 3. Uneven sandstone flagging, paving stones, garden paths 4. Fountains and Ponds	1. Supervising Teacher to communicate to bus driver to park on the Gallery side of River Road 2. Access to site through the middle gates (straight to Regional Gallery grassed area) will prevent the need for children to access driveway 3. Gallery education staff and Volunteers, along with teachers to assist in the negotiation of gardens and verandah areas 4. Gallery education staff and Volunteers to identify water features
Discussion Tours	Years 7 - 12 Fitness: n/a Prerequisites: n/a	as above	1. Gallery Access from Bus parked on the other side of River Road 2. Access to Driveway (Garden unfenced) 3. Uneven sandstone flagging, paving stones, garden paths 4. Fountains and Ponds	1. Supervising Teacher to communicate to bus driver to park on the Gallery side of River Road 2. Access to site through the middle gates (straight to Regional Gallery grassed area) will prevent the need for students to access driveway 3. Gallery education staff and Volunteers, along with teachers to assist in the negotiation of gardens and verandah areas 4. Gallery education staff and Volunteers to identify water features

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Accessible Tours	Years K - 6 and/or Years 7 - 12 Fitness: n/a Prerequisites: n/a	as above plus training in Accessibility Awareness	as above, plus 5. Access to the gallery 6. Access to Lewers House 7. Access to the Sonia Farley Studios	as above, plus 5. Accessible parking is available near the entrance to the Gallery Reception 6. Notify reception on arrival so that ramps can be placed in appropriate areas for wheelchair access 7. Access is available through the main doors of Sonia farley studios, wheelchairs may require access through the side doors which can be opened by reception
Workshop	Years K - 6 and/or Years 7 - 12 Fitness: n/a Prerequisites: n/a	All Tutors maintain a current practice in Fine Arts	1. Gallery Access from Bus parked on the other side of River Road 2. Access to Driveway (Garden unfenced) 3. Uneven sandstone flagging, paving stones, garden paths 4. Fountains and Ponds	1. Supervising Teacher to communicate to bus driver to park on the Gallery side of River Road 2. Access to site through the middle gates (straight to Regional Gallery grassed area) will prevent the need for children to access driveway 3. Gallery education staff and Volunteers, along with teachers to assist in the negotiation of gardens and verandah areas 4. Gallery education staff and Volunteers to identify water features 5. All materials used are non-toxic, and tools are well maintained. Paint smocks are recommend. 6. Students instructed on correct use of tools and the OHS requirement for working in an art studio.
Self-directed Tour by Teacher	Years K - 6 and/or Years 7 - 12 Fitness: n/a Prerequisites: n/a	As required for employment by DET	1. Gallery Access from Bus parked on the other side of River Road 2. Access to Driveway (Garden unfenced) 3. Uneven sandstone flagging, paving stones, garden paths 4. Fountains and Ponds 5. Use of materials	1. Supervising Teacher to communicate to bus driver to park on the Gallery side of River Road 2. Access to site through the middle gates (straight to Regional Gallery grassed area) will prevent the need for children to access driveway 3. Gallery education staff and Volunteers, can introduce site & appropriate behavious in galleries and gardens and identify water features 4. Teachers to supervise student negotiation of Galleries, Gardens and verandah. 5. Students are to be briefed by the teacher regarding the use of materials

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Equipment	
<i>List any equipment, including protective equipment, to be provided for use during the activities / programs.</i>	
Easels, paint brushes, scissors (where appropriate) The above are the most common and generally used equipment across the majority of programs	Consumable materials - which may stain uniforms, such as paint and glue are used as part of workshops
	<i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes No</i>
Other Requirements	Protective clothing such as an Art Smock are highly recommended to protect school uniforms in all workshops, but essential for painting and clay workshops, covered comfortable footwear is also required
<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>	The gallery recommends hats, sunscreen and other appropriate sun protection if school anticipates eating lunch in the gardens. Drinking water is also recommended particularly in the spring and summer months for students and teachers to maintain hydration
	Insect repellent is highly recommended for protection against mosquitoes, especially in the summer months
	Wet weather plans are also suggested for activities in case it is raining (if activities are not being run as part of the Gallery's Education Program)
Supervision / Services	Introduction to the site, Guided Tours, Workshops
<i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>	Teacher Professional Development Days, and targeted exhibitions have teacher previews
	Education Kit CD available for purchase; Penrith Regional Gallery & The Lewers Bequest Website www.penrithregionalgallery.org; and other educational Materials
Access	<i>Are access to and egress from the premises safe and without risk to health? Yes No</i> <i>Is the venue wheelchair accessible? Yes No</i> <i>(Some areas need ramps to be put in place - please advise Gallery)</i>
Emergencies	<i>Are emergency procedures in place in the venue? Yes No</i> <i>Are staff trained to deal with emergency situations? Yes No</i>
Construction / Maintenance / Repair	<i>Are licensed personnel used for all construction, maintenance and repair work? Yes No</i>

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First Aid	<i>Are first aid kits available for each activity?</i>	Yes	No
	<i>Is there a trained first aid officer at the venue?</i>	Yes	No
	<i>Is there a first aid room available?</i>	Yes	No
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	No
	<i>If yes, which approved screening agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i>	Yes	No
	<i>If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?</i>	Yes	No
	<i>Have all paid, and unpaid, completed a Prohibited Employment Declaration?</i>	Yes	No

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