

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

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| Venue name | Glasshouse Arts Conference and Entertainment Centre | | | |
| Location | Corner of Clarence & Hay Streets PORT MACQUARIE NSW 2444 | | | |
| Phone number | (02) 6581 8888 | Fax number | (02) 6581 8107 | |
| Web address | www.glasshouse.org.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> |
| Arrival Booked Visits & Self Guided Visits Performances | Years K-12+ Teachers and Carers | Teachers | Arrival Timing Lost Students Trips and Falls Wet Weather/Slips | Schools should plan to arrive 10 minutes before their allocated session starting time. It is recommended that teachers carry a mobile phone to advise staff of any delays. On street parking is limited. Buses may drop students off at the front of the Glasshouse on Clarence Street in the dedicated bus stop. Buses cannot park on site. Students may require teacher supervision to gain safe access into the Glasshouse. Teachers will be responsible for accompanying students in the building at all times. Teachers should ensure students do not run at any stage during their visit to the Glasshouse. Teachers/carers must ensure no running or jostling on stairs or ramp. Caution must be taken during wet weather by ensuring shoes are non slip. |

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| | | | Disabled Access | Disabled access to the Glasshouse is available via the ramp or lift on Clarence Street. All areas of the facility are wheelchair accessible. Please advise staff at time of booking for any special needs. |
| Checking In Booked Visits & Self Guided Visits Performances | Years K-12+ Teachers and Carers | Teachers | Lost Students Late Arrival | Group entry to the Glasshouse should be through any of the public access routes, especially on Clarence Street which is wheelchair accessible. Schools should assemble in the Forecourt outside of the Glasshouse and await directions from a Glasshouse staff member. For a Gallery visit, schools should plan to arrive 10 minutes before their allocated session starting time. For a Performance, Schools should plan to arrive 20-30 minutes prior to the starting time of the performance. If the school is running late, please phone the Glasshouse Box Office on (02) 6581 8888 Booking for visits need to be made at least 2 weeks prior to date of attendance. Self guided tours also need to be booked in advance to avoid disappointment. |
| Personal Property Booked Visits & Self Guided Visits Performances | Years K-12+ Teachers and Carers | Teachers | Bulky Bags Lost Property | Bags cannot be taken into the Regional Gallery or the Glasshouse Theatre. Storage facilities are not available, so it is recommended students dont bring their schoolbags or valuables. School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed. The school will need to contact the Glasshouse Customer Service desk in relation to personal property left on the premises. The Glasshouse contact number is (02) 6581 8888. |

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| | | | Trips and falls | Students must be supervised at all times by teachers/carers. There is absolutely no running permitted in the Gallery exhibition space. |
| | | | Bumping into displays/cabinets | Students must take care not to bump into cabinets or objects on display. Teachers must advise students of the Gallery Code of Conduct before the Gallery visit. |
| | | | Damage to artworks | There is absolutely no touching of artworks. Teachers must supervise students at all times and advise students of the Gallery Code of Conduct before their Gallery Visit. If damage to an artwork occurs during the visit, the teacher must advise Glasshouse staff immediately. |
| | | | Students mixing with public | The Gallery is open to the public at the same time as tours therefore students need to be aware of 'Stranger Danger'. Teachers should maintain direct supervision of their students at all times. |
| | | | Touching electrical equipment | Students are asked not to touch any power outlets, power cords or any audio visual equipment that may result in electric shocks or burns. |
| | | | Lost or unaccounted students | Students should not leave the building at anytime. Teachers should maintain direct supervision of students at all times. |
| | | | Bathrooms | Public toilets are located throughout the Glasshouse. Teachers should maintain direct supervision of their students at all times and make the necessary arrangements for student use. Teachers should refer to map provided at booking. |

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| | | | Tripping on stairs | Teachers/carers must ensure no running or jostling on stairs or the external ramp. Caution must be taken during wet weather by ensuring shoes are non slip. |
| | | | Access to theatre | Disabled access to the Glasshouse is available via the external ramp or the lift on Clarence Street. All areas of the facility are wheelchair accessible. Please advise staff at time of booking for any special needs. |
| | | | Students leaving the building | Students should not leave their seats during a performance. If a student has to use the restrooms, a teacher should accompany the student. Students must not leave the building at any time. Teachers should maintain direct supervision of students at all times. |
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| Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i> | |
| Easels | Paper |
| Paint/Paintbrush | Scissors/Stapler |
| Glue | Clipboard |
| Pencils | Aprons/Gloves |

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| Printing Press | Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
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| 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 should wear non slip shoes. |
| | Only lead pencils and clipboards will be allowed into the gallery. Textas and Pens will not be allowed |
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| Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i> | Briefing by venue staff for all bookings. |
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| 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"/> |

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| 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"/> |

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| 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"/> |

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| 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? | | |
| | If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? | Yes <input 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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