

School Risk Assessment Information



Venue Manning Regional Art Gallery

Address 12 Macquarie Street Taree NSW 2430

Telephone (02) 6592 5455

Email gallery@gtcc.nsw.gov.au

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www.mrag.gtcc.nsw.gov.au

We make every effort to provide a safe and comfortable Gallery environment for students and teachers. We strongly encourage teachers-in-charge to make us aware in advance of any issues that could impact upon student welfare while at the Gallery. It is expected that visiting teachers will keep students under direct supervision at all times.

Insurance

Public Liability Cover up to \$20,000,000

Known Hazards and Controls

- There are two sets of four steps leading up to the entrance of the Gallery. There is also stroller, wheelchair and ramp access out the front to the right of the Manning Regional Art Gallery.
- There is limited protection from the elements outside. Suitable footwear, clothing and sun protection i.e. Covered shoes, hat, sunscreen is strongly recommended.
- The interior of the venue is fully protected from the elements.
- Teachers should ensure students do not run or touch artworks at any stage during their visit to the Manning Regional Art Gallery..
- Caution must be taken during wet weather by ensuring shoes are non slip.
- The Manning Regional Art Gallery is open to the public at the same time as the tours, therefore students need to be aware of 'stranger danger'. Teachers should maintain direct supervision of their students at all times.
- Students should not leave the building unless accompanied by a supervising teacher or carer.

Arrival (including bus information)

- Schools should plan to arrive 10 minutes prior to the start time of the tour. It is recommended that teachers carry a mobile phone to advise staff of any delays.
- Buses are able to drop off children at the front entrance to the Manning Regional Art Gallery.
- On arrival, teachers will remind groups of the safety rules. Teachers should maintain direct supervision of their students at all times during their visit.
- Students must follow the instructions of the Manning Regional Art Gallery Staff members at all times.

Disabled Access/ Special Requirements

- Disabled access to the Manning Regional Art Gallery is available via the front to the right of the Gallery entrance doors.
- The Gallery is wheelchair accessible. Please advise staff at the time of booking for any special needs.

Toilets

Both Male and female toilets are disabled toilets and are located at the rear of the Gallery (Gallery Staff will show teachers on arrival.)



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Cloaking

- There are little or no cloaking facilities at the Manning Regional Art Gallery. Bags can be taken onto the Outdoor undercover art space during the students visit.
- School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed.

Lost Property

For all lost property enquiries, please contact the Manning Regional Art Gallery on (02) 6592 5455.

SERVICES

Emergency Evacuation

There are numerous exits in the building, all are clearly marked. All Manning Regional Art Gallery staff are trained in the Emergency Evacuation Procedures.

Fire Protection Facilities

- Fire extinguishers and hoses are located throughout the venue and their positions are clearly labelled.
- A fire alarm is activated by heat or smoke.
- In the event of a fire, an announcement will be made and staff will assist with evacuation.

Medical Emergencies

In the event of an emergency, students must follow the instructions of the Manning Regional Art Gallery staff member.

If a person is seriously injured or ill, call an ambulance immediately on 000

Be ready to provide the following details:

- Your name
- Location
- Number of people involved
- Details of the medical emergency

First Aid

A First Aid kits are located in the Kitchen and Studio.

Should you require First Aid, request assistance from a member of Front of House staff.

Hospital

The nearest public hospital to the Manning Regional Art Gallery is the Manning Hospital located at 26 York Street Taree, approximately two minutes drive from the venue. Manning Hospital contact number is (02) 6592 9111.

Further Enquires Please contact Manning Regional Art Gallery on (02) 6592 5455