

VENUE AND SAFETY INFORMATION FOR GROUP VISITS



Venue Name/Location	Cowra Regional Art Gallery 77 Darling Street, Cowra NSW 2794		
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Phone number	02 6340 2190	Fax number	02 6340 2191
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Contact email address	blanger@cowra.nsw.gov.au
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Group Visits Hours	Tuesday to Friday 10.30am to 3pm or by separate appointment
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Insurance	Does the venue have public liability insurance cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Council Requirements

- It is important for the visiting group/organisation to be aware that it remains responsible for the care and safety of the members/participants at all times.
- Council staff may guide the activity, however, total supervision remains the sole responsibility of the members of the group/organisation and Group leader during the Gallery visit
- It is also the responsibility of the visiting group/organisation to ensure that the visit is endorsed and covered by the group/organisation's public liability and other relevant insurance.
- If minors (persons under the age of 18) are visiting a Council facility, it is the group's/organiser's responsibility to ensure parental consent and other relevant insurance has been arranged.

Pre-visit

- Group organisers must review the "Emergency Plan" provided.
- All participants should be informed of relevant control measures and behavioural requirements.

Upon Arrival

- The Group leaders must sign in at the Gallery, noting the number of 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

Activity/Program <i>Please list</i>	Potential risks	Control Strategies
All Groups Guided Tours (if requested) Over 18 years	Falling over and hitting art work, damaging art work, Touching sensitive pieces of art. Tiled entrance can be slippery when wet.	Introduction by Gallery Staff regarding the gallery and its amenities + Emergency Plan, prior to commencing the visit. Group leader to set out rules and regulations of the Gallery prior to commencing the visit.
All Groups Self Guided tours Over 18 years	Falling over and hitting art work, damaging art work, Touching sensitive pieces of art. Tiled entrance can be slippery when wet	Introduction by Gallery Staff regarding the gallery and its amenities + Emergency Plan, prior to commencing the visit. Group leader to set out rules and regulations of the Gallery prior to commencing the visit.
Tour Groups Artist Talks (if available) Over 18 years	Tiled entrance can be slippery when wet. Falling over and hitting art works. Touching sensitive pieces of art.	Introduction by Gallery Staff regarding the gallery and its amenities + emergency plan, prior to commencing the visit. Group leader to set out rules and regulations of the Gallery prior to commencing the visit.
Youth and community Groups Self Guided tours 12 years and over	Tiled entrance can be slippery when wet. Interference from members of the public.	Introduction by Gallery Staff regarding the gallery and its amenities + emergency plan, prior to commencing the visit. Group leader to set out rules and regulations of the Gallery prior to commencing the visit. Group leader to set out rules and regulations of the Gallery prior to commencing the visit.

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Equipment	
<i>Including if necessary personal protective clothing or equipment, to be provided during the activities/programs.</i>	
N/A with most bookings	<i>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"/></i>
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>	
	N/A with most bookings
Access	
	<i>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
Emergencies	
	<i>Emergency plan available? (Provided with booking) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
First Aid	
	<i>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Is there a trained first aid member of staff at the venue (Tues, Wed, Thurs) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i>
	<i>Defibrillator is available (unless otherwise advised)</i>
	<i>Is a first aid room available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></i>