

GANGGANG GALLERY - VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue Name: GangGang Gallery

Location: 206 Main Street, Lithgow NSW 2790

Phone Number: 0408 514 440

Email: info@gggallery.com.au

Web Address: www.gggallery.com.au

Public Liability

The Gallery has public liability cover to ten million dollars.

Child-related Employment

All staff at GangGang Gallery who are directly involved in the School Education Program are screened and employed according to the definitions in the Commission for Children and Young People Act (1998) and the Child Protection (Prohibited Employment) Act (1998).

For more information contact the Gallery on 0408 514 440.

Activity/Program	Age Groups	Potential Risks	Control Strategies
Arrival	Years 3-12+	Lost students Crossing the road Disabled Access	Schools should plan to arrive 10 minutes before their allocated session starting time. Buses may park/drop students off at the car park to the left of the Gallery and Theatre Royale (Access via James St). Pedestrian access is via the pedestrian crossing in front of the Gallery. There is wheelchair access to the Gallery. A Disabled Access toilet is available in the Gallery
Checking In	Years 3-12+	Lost students	Group entry to the Gallery is through the front door on Main Street. The group will wait inside the entrance to be greeted by a staff member.
Cloaking	Years 3-12+	Lost property Food and Drink being spilled on artworks Art works being damaged by bags	Bags cannot be brought into the Gallery. A small amount of bag space is available for storage but it is not secure. Therefore it is recommended students not bring bags and other valuables. The security of personal belongings cannot be guaranteed. Cameras are allowed in the Gallery but food and drinks are prohibited from the Gallery.
Exhibition/Activity/Tour	Years 3-12+	Evacuation Bumping into Cases and Displays Lost Students	FOLLOW THE INSTRUCTIONS OF THE STAFF AT ALL TIMES. In the event of an emergency students must follow the

		<p>Students Mixing with Public Visitors Touching Electrical Equipment Trips, falls and bumps</p>	<p>instructions of the Staff. Exits are clearly marked, including emergency exits front and back doors of the Gallery. The assembly point is in front of the gallery on Main Street.</p> <p>Students are to be careful when moving around the museum to avoid bumping into displays. Students are not permitted to touch displays, but some objects may be available for students to handle, and these will be clearly indicated.</p> <p>Students should not leave the building unless accompanied by an adult. The Gallery is sometimes open to the public at the same time as tours, and students need to be aware of 'stranger danger'. Gallery staff will be present in the Gallery at all times a tour is in process. Students are also asked to be respectful of other visitors whilst in the Gallery.</p> <p>Students are asked not to touch any power outlets, power cords or any audio-visual equipment that may result in electric shocks or burns.</p> <p>Steps are marked with visibility tape and signage.</p>
--	--	--	---

<i>Lunch and Other Breaks</i>	Years 3-12+	Food and drinks may damage art works	There is no facility for the students to have breaks in the Gallery and no eating is permitted in the Gallery. It is suggested schools use Queen Elizabeth Park opposite the Gallery as a space to have breaks.
<i>Leaving The Gallery</i>	Years 3-12+	Lost Property Lost Students Access to busses Crossing the road	<p>Report any lost property immediately to Gallery staff.</p> <p>Keep students together and under direct supervision at all times. Conduct a head count before leaving the gallery and inform staff if any student is unaccounted for.</p> <p>Busses should pick up students from the car park to the left of the Gallery and Theatre Royale (Access via James St). Pedestrian access is via the pedestrian crossing in front of the Gallery</p>