

**MAITLAND REGIONAL ART GALLERY
VENUE ASSESSMENT FOR EDUCATIONAL GROUPS**

General Information	
Name of Venue:	Maitland Regional Art Gallery
Brief description of venue and activities involved:	Art Gallery offering a range of exhibitions as well as structured educational programs, public programs and related activities.
Address:	230 High Street, Maitland NSW 2320
Contact information	Phone: (02) 4934 9859 Fax: (02) 4933 1657 Email: artgallery@maitland.nsw.gov.au
Opening hours/days:	10am to 5pm, Tuesday – Sunday. Closed Mondays and Public Holidays.
Does the venue have public liability cover?	Yes
Cost:	Entry to the art gallery is free of charge. For specialised workshops, tours, and activities, the cost is quoted at time of booking.
Are bookings required?	Large groups intending to visit to the art gallery are encouraged to call ahead to confirm dates and times with gallery staff. For specialised workshops, tours, and activities, bookings are required.
Baggage storage facilities:	If needed, advise at time of booking.
Gallery grounds:	The art gallery has a sensory garden and grassed areas as part of the grounds of the complex. These areas are open to the public. The sensory garden contains unguarded water features. Rubbish bins are located on the grounds. Access to these grounds is during gallery open times, accessible via vehicle entrance and side pedestrian entrance via James st, and pedestrian entrance on High St.

Transport and Access	
Public Transport	<u>Bus</u> MRAG is accessible by public transport, for more information on local bus routes call 131500. Bus stop located out the front of MRAG, and Maitland Post Office bus stop located 500m northwest of MRAG along High St.
	<u>Train</u> MRAG is accessible by public transport, for more information on local train routes call 131500. High St Station is approx 500m from MRAG (7 minute walk), Maitland Station is approx 1km from MRAG (12 minute walk)
Private Transport	<u>Walking/ Bicycle</u> Pedestrian crossing at main entrance to art gallery, pedestrians are advised to use caution crossing the road.

	<u>Car</u> Car parking available along High Street, James St, or in art gallery carpark (limited spaces available. Art Gallery carpark accessible via James St. Undercover parking? No	
	<u>Coach</u> Preferred drop-off and pick up, High St or James St. Advised not to enter rear gallery car park, limited manoeuvring capabilities.	
Access	Is there ramp access to the venue?	Yes. Ramp located at front entrance.
	Is there disabled parking at the venue?	Yes. 2 parking bays in rear car park designated disabled parking.
	If the venue contains stairs, is there alternate access to those areas? (eg Lift)	Yes. Alternate access indoors consists of ramps and a lift.
	Are there guide rails present at all stairs?	Yes.
	Is there an accessible toilet at the venue?	Yes. Wheelchair accessible toilet located with other amenities at rear of gallery shop.
Floors, passageways and stairs	Floor surfaces are wood and polished cement Mats provided near entrances during wet weather. Corridors and walkways lit. Care should be taken to avoid slips and trips by ensuring patrons walk at normal pace and are mindful of potential trip hazards	

Evacuation and Contingency plans	
Has the venue been fitted with an alarm or warning system?	Yes
Are the emergency procedures displayed?	Yes
Are regular tests conducted?	Yes
Are emergency exits, fire extinguishers and other emergency equipment clearly displayed?	Yes
Are general staff trained in emergency procedures?	Yes. All MRAG staff receive an induction into WHS and emergency procedures. At least one member of full-time staff is a trained first aid officer.
Are adequate records of incidents kept and actioned upon?	Yes. A copy of the incident report is available to the injured party on request.

Child Protection	
Do all staff working with children have valid Working With Children Checks?	Yes.

Are venue staff appropriately qualified/ trained for working with children?	Yes. MRAG Staff and Art Tutors who work with children undergo MRAG Induction and have professional Teaching and Visual Arts qualifications and experience.
Is there unguarded equipment present?	All dangerous materials (eg cleaning products and chemicals) are kept in areas out of public access. Parents and caregivers must stay with their dependent children at all times, ensuring correct usage of equipment available for use by the public (chairs, tables, children's art space furniture, art).
Are adequate first aid materials available?	Yes. First aid kits are kept in workshop areas and at Front of House. There is an AED, Automated External Defibrillator, located at Front desk, with MRAG staff trained in it's use.
Are there unguarded water features present?	Yes. Sensory garden, located on the James St side of the gallery complex accessible via the rear gallery grounds and doors leading off the café, contains water fountains that could potentially be of risk to young children. Fountains are in plain view from gallery café space, but caregivers must not leave their children unattended.
Are workshops and children's activities appropriately designed?	Yes. MRAG Learning and Audience Development Curators oversee the development of activities and programs for children and young people. Policies are in place regarding the usage of hazardous materials.

Venue Lighting and Sound	
Are all pathways and access areas well lit?	Yes, however some exhibitions may have low lighting due to nature of exhibit. Large glass panels add good amounts of natural light.
Is there a hearing loop available?	Yes.
Are emergency alarms both visual and aural?	Yes?
Is there a moderate to high level of background noise?	No, however some exhibitions may have moderate noise associated.

Confirmation	
Staff from schools intending to visit Maitland Regional Art gallery	<p>Please email MRAG to confirm that you have received and noted this document:</p> <p>MAITLAND REGIONAL ART GALLERY VENUE ASSESSMENT FOR EDUCATIONAL GROUPS</p>

Date: 8 February 2017