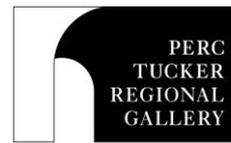


TOWNSVILLE CITY GALLERIES

Schools/Group Safety Plan



OVERVIEW

This document is aimed to assist patrons and with the planning of potential school and community group visits to Perc Tucker Regional Gallery (PTRG) or Pinnacles Gallery (PINN).

It is the responsibility of each individual and of those bringing visiting groups to be aware of the health and safety of all those in their care. Supervisors and Team Leaders are responsible for their groups.

SUPERVISION

Teachers and accompanying supervisors are required to supervise students throughout the entire visit. The responsibility to maintain control of the group is to ensure student safety rests with the supervising teacher in charge.

Teachers in charge/group leaders are responsible for ensuring other staff or supervising adults are fully briefed on Gallery protocols upon arrival.

Adult group leaders should be aware of specific behaviour or medical conditions affecting individual group members.

As would be expected, care should be taken when using the stairs, elevators, ottoman seating, hand railings throughout the Gallery. Please ensure that group members and school aged children walk at all times whilst in the Gallery. This will reduce the chance of an injury and also reduce the likelihood of damage to artworks.

Appropriate numbers of supervisors should accompany each group and supervisors should remain with the group at all times.

The minimum required adult to student ratio is as follows:

Kindergarten and Prep >> 1:3

Primary School >> 1:5

Middle School >> 1:10

Senior School >> 1:15

FIRST AID

The Gallery has a number of first aid trained staff who are available to treat visitors, staff and contractors at the Gallery. We ask that you inform Gallery staff should a first aid / medical situation arise during your visit.

FIRE SAFETY AND EMERGENCY EVACUATION

Fully trained Emergency Wardens have the responsibility to direct visitors and staff in emergency situations at the Gallery.

The Gallery has various emergency systems in place including clearly marked Emergency Exits, Fire, Smoke and Thermal Alarm systems in an unlikely event of an emergency.

Should any of the emergency tone alarms listed above be activated, individual visitors, the group leader/team supervisor will be directed by an Emergency Warden.

Elevators should not be used in an emergency.

GENERAL

Food and drink cannot be consumed inside the Gallery.

Both Galleries are wheelchair accessible and toilet facilities, including disabled toilets are available.

Temperature and humidity levels within our Galleries are maintained at a controlled setting. Suitable clothing and footwear should be worn during your visit.

School bags must be left behind the Gallery reception desk on arrival. Permission must be made for the use of pens in the Gallery, pencils are recommended for taking notes or sketching.

Townsville City Galleries has public liability insurance.

PTRG Opening Hours:

Mon: CLOSED

Tue - Fri: 10am - 5pm

Sat & Sun: 10am - 1pm

PINN Opening Hours

Mon - Fri: 9am - 5pm

Sat: 10am - 3pm

Sun: 9am - 1pm

If further information is required please contact Galleries on:

PTRG: 4727 9011

PINN: 4773 8871

or email galleries@townsville.qld.gov.au

We look forward to welcoming you and we hope that you enjoy your visit.