

## Risk Information Education Programs

### The Gallery environment:

The National Gallery of Australia opened in 1982 and houses Australia's national collection, which comprises original works of art by Australian and international artists. The Gallery is open 10 am – 5 pm every day except Christmas Day. Entry to the national collection, Sculpture Garden and ticketed exhibitions for booked school groups of Australian students and children 16 years and under is free, unless stated otherwise.

The building comprises three levels of publicly accessible gallery spaces, a café, members' lounge and two theatres. In 2010 Stage 1 extension opened, a development that included a new entrance and foyer, Gandel Hall, street café and 11 Indigenous art galleries, as well as cloakroom and reception facilities. There is an external Sculpture Garden which faces Lake Burley Griffin and at located at the main entrance is the Australian Garden and James Turrell Skyspace *Within without* 2010.

- A map is available via the website which indicates amenities such as bathrooms, lifts and escalators as well as the layout of galleries across the ground, first and second floors <https://nga.gov.au/Visiting/GALLERYHIGHLIGHTSMAP.pdf> .
- The Gallery maintains a temperature and humidity controlled environment with consistent lighting and clear signage throughout. Security staff members trained in hazard control are stationed throughout the Gallery.
- The Gallery has public liability insurance and the Certificate of Currency is available for download on the gallery website at <https://nga.gov.au/Visiting/GuidedToursRisk.cfm> .

### Services offered:

The NGA education program encompasses a range of guides tours, programs and workshops facilitated by our education staff and voluntary guides. Guides and educators delivering programs undergo a police check and have Working with Vulnerable People registration.

### The NGA offers:

- Collection highlights Discovery Tours and Focus Tours which are 60 minutes in length, these are free of charge to Australian students and their teachers
- Digital Draw and Explore programs which are 90 minutes in length and 2 hour See and Create Programs that include a focus tour as well as a practical artmaking workshop. Digital Draw and Explore and See and Create Programs are \$7 per student
- Education groups are also welcome to book for a self-guided tour of the galleries.
- Artmaking in the galleries is facilitated by our trained staff in collaboration with our conservation team
- 2B or 4B pencils and paper are the only drawing materials allowed in the galleries, for use by booked formal learning groups under supervision by NGA Education staff only
- No felt pens, ballpoint pens or felt-tipped pens are permitted by any group as these contain ink that is difficult to remove from most surfaces and may result in damage to artworks

We are committed to equity and access, if students visiting the gallery have individual requirements, such as need for a wheelchair, please include these notes in your booking or contact [education@nga.gov.au](mailto:education@nga.gov.au).

### **Special clothing or equipment required:**

No special clothing is required. The Gallery temperature is regulated at +/-21 degrees Celsius, so suitable clothing, including non-slip shoes in case of wet weather, is preferable. Stools are provided for students to sit on.

### **Existing risk management procedures:**

The Gallery has acted to minimise all risks associated with visiting its premises and the Gallery manages its risks under the Risk Management Framework.

The gallery regularly tests evacuation equipment and procedures. In the event of an emergency, fire or otherwise, an alert tone will be heard.

- Evacuation procedures are managed by trained staff. Students, teachers and carers will be required to follow instructions from clearly identifiable fire safety wardens or security personnel located in Gallery spaces.
- If with a tour guide, your guide will stay with your group and help direct you to the appropriate evacuation point. Please remain calm and proceed to the evacuation area as directed.

It is the responsibility of the school to notify the Gallery if their students have any special needs or predispositions that make them vulnerable to potential hazards.

### **First Aid**

- The NGA understands that it is the requirements of State and Territory policy that excursions organised by a school group are supervised by at least one teacher with First Aid training.
- The NGA has an equipped First Aid Room
- In the highly unlikely event of a major injury or illness, the NGA utilises the ACT emergency services and/or ambulance service.
- The nearest hospital is the Canberra Hospital in Garran, a ten-minute drive from the Gallery.

### **Supervision**

We ask that school groups maintain a ratio of one teacher/adult supervisor per 15 students and for groups of pre-school students that they are accompanied by one adult per six children.

- Touching the artworks is not permitted.
- Please ensure your students do not lean, rest or sit on walls, artworks, plinths or display cases

### **Prior to your visit:**

Prior to your visit to the NGA we recommend that teachers and/or carers brief students about appropriate behaviour within the Gallery building and grounds, so as to manage any potential risk.

This briefing should include reminding students to:

- Walk instead of run whilst in the Gallery, in order to protect visitors and the works of art
- Be aware that the slate in the Australian gardens and surrounding the building can be slippery when wet.

- Care should be taken when entering and exiting the building
- Listen to instructions and be aware of others within the galleries
- Take care in the bus park, student should remain on the path away from the road
- Leave bags, backpacks, drinks and food in the bus (preferable) or store these in the cloak room, a free service located close to the front entrance of the Gallery
- Food and drink are not permitted within the galleries
- Photography for personal use is permitted throughout the permanent collection unless the wall label specifies 'no photography'.
- Flash photography, video recording and the use of tripods are not permitted at any time.
- Mobile phones are not to be used in the Gallery as they disrupt the experience of other visitors

This information was revised and updated by the NGA Education Section in August 2017. Please direct any enquiries to the Education Manager at [education@nga.gov.au](mailto:education@nga.gov.au).