



## ANNEXURE A - STUDIO CHECKLIST

### CREATIVE TRAILS AND TOURS OPENING YOUR STUDIO/SPACE TO THE PUBLIC

#### COVID-19 SAFETY

- Council follows current recommendations of NSW Health and as such will inform you of any impacts to our services
- Up to date information can be found at the NSW Health website and the NSW Government website <https://www.nsw.gov.au/covid-19>

#### SAFETY CONSIDERATIONS

- Ensure that entry and exit points to studios are clearly marked
- Doorways and entry points are to be made clear of obstructions with clear access paths through the space
- Any hazardous substances are to be safely stored away from public reach
- Ensure that all doors leading to areas not for public access are shut and locked where possible
- Ensure that there are two people representing the studio in attendance at all times while visitors are present
- Machinery to be disconnected from power source when not in use
- Barriers to be set up around machinery to stop visitors getting too close or turning machinery on
- Store away any sharp implements and power tools if they pose a threat to the safety of the public
- Ensure there are no slip or trip hazards, including no liquids spilt on the floor
- Refrain from using toxic chemicals on the day including sprays such as aerosol paints or fixatives
- Store any breakable artworks behind barriers to ensure that visitors cannot knock them over
- Ensure that any valuables are stored away from the public access area, particularly laptops, money or valuable tools and materials
- Keep in mind children may visit, so protect fragile work as necessary and keep any harmful substances out of reach
- If you are concerned about any areas within your studio please set up signage warning visitors of any dangers
- If you have listed your space as accessible, ensure that the entry and pathways are appropriate for wheelchair access

#### CHALLENGING CONTENT

If you assess that your artwork may contain content that some members of the public may find offensive, or that may not be appropriate for children to view, please post one of the following disclaimers up outside the entrance.

##### *PLEASE NOTE*

*The artwork in this studio space contains content that should be assessed for suitability by a parent, prior to children entering.*

##### *PLEASE NOTE*

*The artwork in this studio space contains content that may be offensive to some members of the public.*