

Risk Assessment and Management–City Gallery Wellington

The purpose of risk assessment:

- To identify all possible hazards
- To identify measures which will prevent or minimize all possible hazards
- In the event of harm to anyone, to identify the action which will control and minimize the extent of injury

Hazard identification	Prevention and Minimization	Action if hazard occurs
<p>Cuts Burns Bruising</p>	<p>Disclose to teachers during Gallery orientation that students doing practical workshops will be using equipment such as the printing press, scissors, and glue guns as part of practical workshops in the Gallery classroom.</p>	<p>For minor injuries</p> <ul style="list-style-type: none"> <li>• First aid kit held at the Gallery Front of House and in the Gallery Classroom.</li> <li>• Current first aid certificate held by gallery educators and some other gallery staff.</li> </ul> <p>For major injuries</p> <ul style="list-style-type: none"> <li>• phone 111</li> </ul>
<p>Stairs</p>	<p>Groups of over 5 are required to travel taken in the lift.</p> <p>Rails available for stairs</p> <p>Care should be taken to avoid slips and trips by ensuring students walk at normal pace and watch where they are going.</p>	<p>For minor injuries</p> <ul style="list-style-type: none"> <li>• First aid kit held at the Gallery Front of House and in the Gallery Classroom.</li> <li>• Current first aid certificate held by gallery educators and some other gallery staff.</li> </ul>

		<p>For major injuries</p> <ul style="list-style-type: none"> <li>• phone 111</li> </ul>
<p>Road accident (If working in Civic Square)</p>	<p>Disclose to teachers prior to their visit that roads surround Civic Square and subsequent care needs to be taken.</p> <p>Teachers are solely responsible for students outside of the Gallery building.</p>	<p>For minor injuries</p> <ul style="list-style-type: none"> <li>• First aid kit held at the Gallery Front of House and in the Gallery Classroom.</li> <li>• Current first aid certificate held by gallery educators and some other gallery staff.</li> </ul> <p>For major injuries phone 111</p>
<p>Students specific ailment</p>	<p>Individual medical needs are to be disclosed by the class teachers prior to the Gallery visit if necessary</p> <p>The class teacher is responsible for the specific medical needs of students.</p>	<p>For minor injuries</p> <ul style="list-style-type: none"> <li>• First aid kit held at the Gallery Front of House and in the Gallery Classroom.</li> <li>• Current first aid certificate held by gallery educators and some other gallery staff.</li> </ul> <p>For major injuries</p> <ul style="list-style-type: none"> <li>• phone 111</li> </ul>

<p>Getting lost or exposed to stranger danger</p>	<p>Disclose to teachers prior to their visit that there will be members of the public within the spaces we visit</p> <p>Ensure the ratio of 1:8 is clear to visiting teachers and that an adult is assigned to student groups.</p> <p>The class teacher is responsible for the overall safety of all students.</p>	<ul style="list-style-type: none"> <li>• Notify Gallery Director of situation.</li> <li>• Notify Security staff.</li> <li>• Gallery and teaching staff search building.</li> <li>• Notify school of incident</li> <li>• Contact police</li> </ul>
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<p>Child supervision</p>	<p>Gallery staff do not provide supervision.</p> <p>The class teacher is responsible for ensuring a supervision ratio of 1:8 for primary aged students.</p> <p>All class teachers are required to bring a current register when visiting and it is the responsibility of the teacher to have this accessible to them at all times.</p>	<p>Gallery staff meet and greet school groups and provide an initial briefing of activities and expectations including safety rules.</p> <p>For minor injuries</p> <ul style="list-style-type: none"> <li>• First aid kit held at the Gallery Front of House and in the Gallery Classroom.</li> <li>• Current first aid certificate held by gallery educators and some other gallery staff.</li> </ul> <p>For major injuries</p> <ul style="list-style-type: none"> <li>• phone 111</li> </ul>
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Please note that information provided above was current as at July 2005. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required please contact the venue.