

RAMS: City Gallery LEOTC Sculpture Trails

Teachers should note this document was developed to assist in excursion planning. *City Gallery Wellington* cannot make the risk assessment for you. Teachers must make their own risk assessment based on the information provided and the understanding of their own particular group of students. This document has been developed to assist teachers planning for their class to participate in an outdoor City Gallery education programme. City Gallery education staff are available to answer any questions teachers might have regarding risk assessment in preparation for the programme.

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

Venue	Civic Square, the City to Sea Bridge, Wellington waterfront and wharf.
Location	Wellington City
Phone number	04 801 3021
Web address	www.citygallery.org.nz
Insurance	City Gallery Wellington has public liability cover

Hazard identification	Prevention and Minimization	Action if hazard occurs
<p>Cuts Bruising Falls Falling in water</p>	<p>Brief students on sensible behavior at the beginning of the programme and ensure students walk sensibly during programme.</p> <p>Teachers can also reinforce this message during the programme, and in preparation at school.</p> <p>Students need to be made aware that some parts of the waterfront and wharf sculpture trail includes pathways which do not have barriers to the sea, and students need to stay well away from the edge and walk sensibly.</p>	<p>For minor injuries</p> <ul style="list-style-type: none"> • First aid kit to be carried by City Gallery educator • Current first aid certificate held by Gallery educators <p>For major injuries</p> <ul style="list-style-type: none"> • Phone 111. City Gallery educators will carry mobile phones for emergency purposes. <p>If a student falls into the water</p> <ul style="list-style-type: none"> • Life rings are available at some points along the waterfront • Phone 111. City Gallery educators will carry mobile phones for emergency purposes.
<p>Stairs</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"> • First aid kit to be carried by City Gallery educator • Current first aid certificate held by Gallery educators. <p>For major injuries</p> <ul style="list-style-type: none"> • Phone 111. City Gallery educators

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Road accident	<p>Disclose to teachers prior to their visit that roads surround Civic Square and subsequent care needs to be taken. The programme is planned to ensure students will have no interaction with roads and traffic.</p> <p>Teachers are solely responsible for students outside of the Gallery building and need to ensure that there is the correct adult to student ration of 1:8.</p>	<p>For minor injuries</p> <ul style="list-style-type: none"> • First aid kit to be carried by City Gallery educator • Current first aid certificate held by Gallery educators. <p>For major injuries</p> <ul style="list-style-type: none"> • Phone 111. City Gallery educators will carry mobile phones for emergency purposes.
Students specific ailment	<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"> • First aid kit to be carried by City Gallery educator • Current first aid certificate held by gallery educators. <p>For major injuries</p> <ul style="list-style-type: none"> • Phone 111. City Gallery educators will carry mobile phones for emergency purposes.
Sculptures - protruding and or sharp objects, moving parts, hollow or unsupportive materials	Students should be advised in advance by teachers of the diverse nature of the sculptures and behave accordingly.	<ul style="list-style-type: none"> • Gallery educators will advise students to take care and only allow touching under adult supervision.

<p>Weather conditions: sun, wind, rain</p>	<p>Teachers are responsible for ensuring students are wearing appropriate clothing for their excursion: sun hats, rain coats, sun block, sensible shoes etc.</p> <p>It is also advisable for teachers and/or students to carry water with them on hot days.</p>	<ul style="list-style-type: none"> • The sculpture trails will operate in fine weather only, if heavy rain or high winds occur the educator will terminate the sculpture trail, or cancel and contact the school with as much advance notice as possible. • Educators will carry a bottle of water with them.
<p>Getting lost or exposed to stranger danger</p>	<p>Disclose to teachers prior to their visit that there will members of the public within the vicinity of the programme.</p> <p>Ensure the ratio of 1:8 is clear to visiting teachers and that an adult is assigned to student groups.</p> <p>Students should be advised to keep close to the class group and supervisors. Teachers should keep students in sight, and reinforce educator's requirements to meet up after short distances walked (eg at particular sculptures or landmarks).</p> <p>The class teacher is responsible for the overall safety of all students.</p>	<ul style="list-style-type: none"> • Notify teacher of incident • Notify school of incident • Contact police: City Gallery educators will carry mobile phones for emergency purposes.
<p>Child supervision</p>	<p>Gallery staff do not provide supervision.</p>	<p>Gallery staff meet and greet school groups and provide an initial briefing of activities</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>and expectations including safety rules.</p> <p>For minor injuries</p> <ul style="list-style-type: none"> • First aid kit to be carried by City Gallery educator • Current first aid certificate held by Gallery educators. <p>For major injuries</p> <ul style="list-style-type: none"> • Phone 111. City Gallery educators will carry mobile phones for emergency purposes.
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<p>Access</p>	<p><i>Are access to the sculptures safe and without risk to health?</i> Yes, but there are some parts of the waterfront and wharf where there is no barrier between the pathway and the sea.</p> <p><i>Is the venue wheelchair accessible?</i> Yes, most of the sculpture trail is wheelchair accessible, but there are some areas which do not have level access, however the sculptures in those areas can be seen from a short distance away.</p>
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Please note that information provided above was current as at October 2008. It has been provided by the City Gallery Wellington to assist teachers in their risk management planning for excursions. If further information is required please contact the education team: Miri Young and Helen Lloyd:

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