

School Visit Essential Information and RAMS Risk Assessment Management System

**City
Gallery
Wellington**
Te Whare Toi

Part of

 experience
Wellington
wellington museums trust

Principal Funder

**Absolutely Positively
Wellington City Council**
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Education Service is
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School Visit Essential Information

Before your visit

■ Check the booking details and read the RAMS information

Please notify gallery educators if any booking details change around student numbers, access or learning needs.

■ Organise adult supervision

We recommend the following adult to student ratio for the visit:

1:5 years 0-3

1:8 years 4-8

1:15 years 9-10

1:30 years 12-13

Please inform adult helpers about gallery rules (below) and ensure they are aware that they may need to play an active role in the visit particularly during practical workshops. Teachers and parents should remain with the group throughout the entire visit.

■ Read the resource card which describes the exhibition you'll be seeing, along with ideas to prepare for to extend the learning that will happen at the Gallery.

■ Discuss our Gallery rules with your class:

- Artworks must not be touched (unless indicated otherwise by gallery staff).
- Move around carefully—please walk, don't run.
- Use quiet voices to be respectful of other visitors.
- Eating and drinking is not allowed inside the Gallery.
- Please check with gallery staff if you'd like to take photographs, some artworks may not be photographed. Always turn the camera flash off in the Gallery.
- Only pencils are permitted for drawing/notes in the Gallery (unless indicated otherwise by a gallery educator).

On the day of your visit

Arrival

Please arrive a few minutes before the start of your programme to allow time for students to use bathrooms, take a roll call, switch phones to silent, etc. If you'd like to have a quick snack outside the Gallery before your programme, please factor this into your arrival time. Public toilets are available in Civic Square if you arrive before the Gallery's 10am opening time. If you are running late, please call to notify us.

Sign in

Make a note of your student numbers in the school's register at reception. A gallery educator will meet you there, provide a box for any bags, and give a safety briefing to the group at the beginning of the programme.

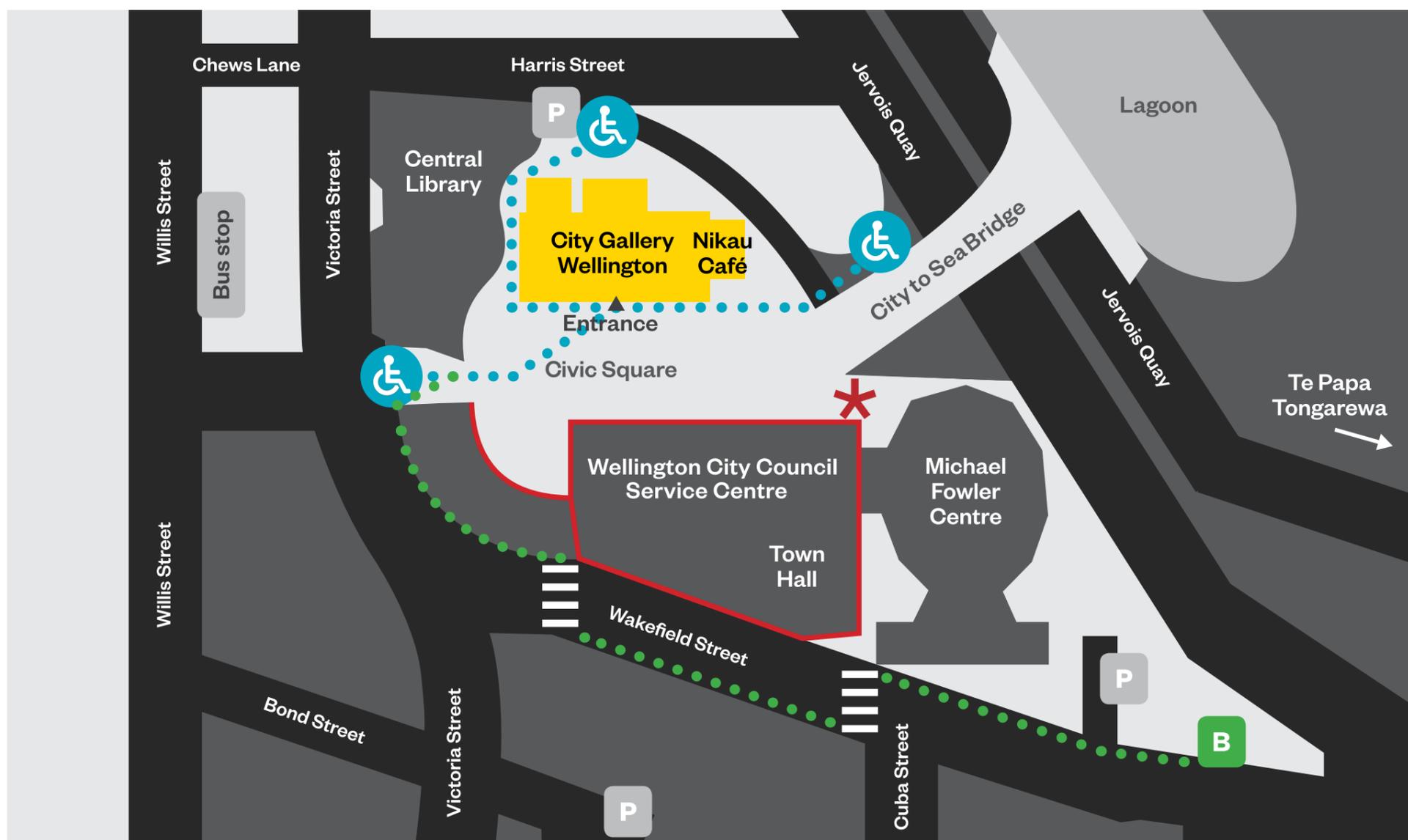
Payment

We prefer to invoice schools following each visit. However, if you wish to make payment on the day, please speak to the host on reception.

Lunch

We don't have a space suitable for groups to eat a packed lunch—good spots to eat outside are Civic Square (benches, canvas sun shade, outdoor toilets, water fountain), Frank Kitts Park (playground, grass area, benches).

School Visit Essential Information



Getting to the Gallery

Walking

City Gallery is located in the heart of Wellington's CBD. Our building sits in the middle of Civic Square, next to the Wellington Public Library, Wellington City Council, Town Hall and Michael Fowler Centre.

Accessibility

There are wheelchair accessible routes from Victoria Street, Harris Street and Jervois Quay.

Temporary Closure

Due to earthquake strengthening and upgrading of the Town Hall, this entrance into Civic Square is closed.

Car

City Gallery does not have a car park. Public parking buildings are located on Jervois Quay, Bond Street, Victoria Street, and the Civic Centre underground carpark is accessible from Harris Street.

Public Busses

The closest public bus stops near City Gallery are:

- Stop 5510 Willis Street
- Stop 5098 Frank Kitts Park
- Stop 6510 Wakefield Street. Michael Fowler Centre

Chartered Busses

A drop off and pick up space for chartered buses is situated on Wakefield Street opposite the Amora Hotel. The Gallery is a short walk away, along Wakefield street and around the outside of the council services centre through the entrance to Civic Square adjacent to the Wellington Central Library (please note it is necessary to cross Wakefield street twice at the pedestrian crossings, and use the temporary pedestrian board walk while access alongside and through the Town Hall is closed).

Train

City Gallery is a 15-20 minute walk from Wellington Train Station, along the Waterfront, and across the City to Sea Bridge.

Health and Safety Risk Information

RAMS Risk Assessment Management System—Emergency Procedures

This information has been compiled to assist teachers in making their own risk assessment prior to visiting City Gallery.

Student safety and behaviour is the responsibility of the visiting teacher, who must remain with the group at all times.

In the event of an emergency school groups will be assisted by their gallery educator and other trained staff who are dedicated emergency wardens.

We advise all teachers to bring a class register, student medicine, first aid kit and a list of emergency contact details, along with their own risk assessment and management plan.

Fire

- Fire evacuation—signalled by an unmistakable warning sound.
 - Gallery Educator will lead class to the nearest emergency exit.
 - Our assembly point is the large, blue mat next to the Gallery in Civic Square.
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Illness

- Teacher to bring and administer medicine for known medical needs, informing gallery educator where necessary.
 - First aid trained gallery staff will attend to students for unknown specific medical needs.
 - For major illness call 111 for ambulance.
 - Teacher to contact school and parents if required.
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Accident

- For minor injuries first aid trained gallery staff will attend to students.
 - First aid kits are located at the front desk and in the education studio.
 - For major injuries call 111 for ambulance.
 - Teacher to contact school and parents if required.
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Earthquake and Tsunami

- City Gallery is situated in a tsunami flood zone. Teachers are advised to familiarise themselves/adult helpers/students with the zone prior to a visit. A map of the Wellington region tsunami flood zone is available at <https://wremo.nz/hazards/tsunami-zones/>
 - In the event of an earthquake drop, cover and hold and remain in that position until the gallery educator gives the all clear. The building is earthquake strengthened. The most suitable course of action may be to remain inside.
 - In the event of an earthquake longer than one minute or that knocks you off your feet, we will evacuate the building via the quickest and visibly safest route out of the tsunami flood zone. The safest routes will most likely be via Victoria or Willis st in a south-westerly direction. (Please note there will not be time for an official warning to evacuate from emergency services in this instance).
 - Our nearest emergency hub is Aro Valley Community Centre at 48 Aro Street (see attached map for walking routes). From here teachers will take responsibility for students according to their own emergency plan procedures.
 - A tsunami warning triggered by a distant earthquake will be officially advised by emergency services. In this instance, teachers will take responsibility for moving students off site and out of the tsunami-flood zone according to their own emergency plan procedures.
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Terror Attack/ Lock Down

- If advised by police, gallery staff will lock all entrances and exits to the building. All teachers and children to remain inside the building under the supervision of the gallery educator until given the all clear. For extended lock down, teacher to contact school and parents as required.

Health and Safety Risk Information

RAMS Risk Assessment Management System Internal Environment: within the Gallery

Stairs

- Gallery educator will discuss expected behaviour —walking not running, single file on stairs.
 - Accompanying adults must carefully supervise students.
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Lost Child/Stranger Danger

- Correct adult-to-student ratios should be maintained during visit (listed above under visit checklist).
- Students must tell a supervising adult when leaving the main group and are to be accompanied by a buddy or adult.
- In the event of a lost child, gallery staff, teacher and parents will search the building, notify security and, if required, call 111 for police.
- Teacher to contact school and parents if required.

Cuts/Bruises/Burns/Falls

- Risks during practical workshops are minimised by the programme's design and adequate adult supervision.
- For minor injuries first aid trained gallery staff will attend to students.
- First aid kits are located at the front desk and in the Education Studio.
- For major injuries call 111 for ambulance.

Child Protection

Child Protection Policy

- City Gallery strictly adheres to a Child Protection Policy. Please review this separately. <http://experiencewellington.org.nz/%C2%ADour-education-experiences/>
- Of note, under the Policy, all our lead educators have been police vetted. We avoid any adults on the programme being in a one-on-one situation with any child. In the event that a child needs assistance, particularly of an intimate nature (toilet or first aid incident), a buddy system will be used to provide the child, and the accompanying adult, with a second adult chaperone. In doing so we minimise the risk of a vulnerable child being taken advantage of, and of an adult being open to the accusation of wrong doing.

Health and Safety Risk Information

RAMS Risk Assessment Management System External Environment: outside the Gallery

Trips, Falls

- Teacher to brief students on expected behaviour prior to visit, gallery educator to remind students at beginning of programme.
- Care should be taken to avoid trips and falls by walking at a sensible pace.
- Accompanying adults must carefully supervise students.
- For minor injuries, first aid trained educator or visiting teacher will attend to students.
- Gallery educator and visiting teacher will carry first aid kits.
- For major injuries, call 111 for ambulance.

Wellington Waterfront

- Students to be made aware that some parts of the Waterfront sculpture trail includes pathways which do not have barriers to the sea and they will need to stay well away from the edge.
- Accompanying adults must carefully supervise students.
- In an emergency, call 111 for assistance.

Weather Conditions

- Teacher to ensure students are wearing appropriate clothing (sun hats, sun block, raincoats etc) during outdoor programmes.
- Programmes will be relocated, postponed or cancelled during adverse weather.

Earthquake and Tsunami

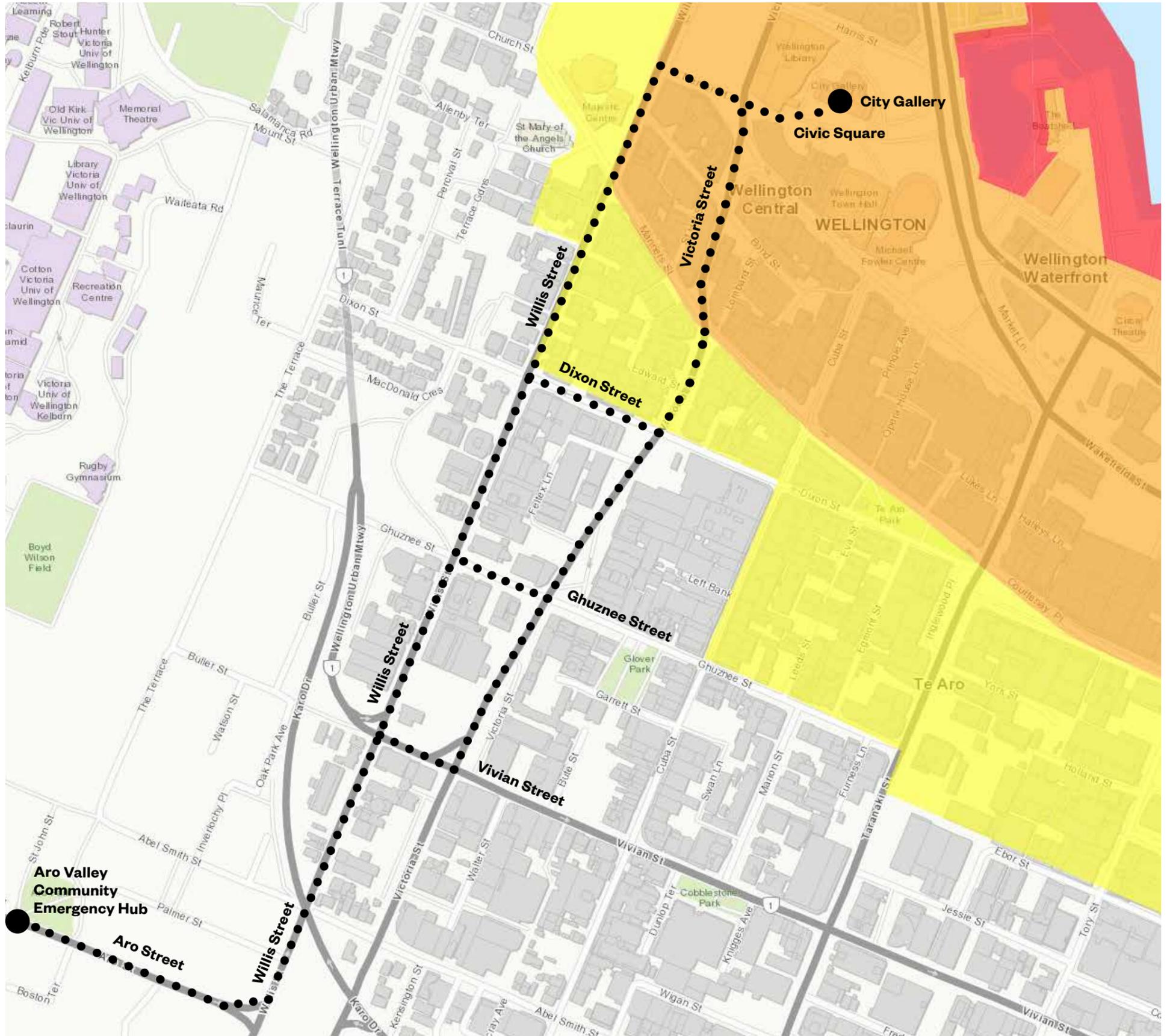
- If outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, cover and hold.
- In the event of an earthquake longer than one minute or that knocks you off your feet follow the tsunami evacuation procedure outlined on page 3.

Lost Child/Stranger Danger

- Correct adult to student ratios should be maintained during visit (listed on page 1).
- Students must tell a supervising adult when leaving the main group and are to be accompanied by a buddy or adult.
- In the event of a lost child, gallery staff, teacher and parents will search the immediate area, notify security and, if required, call 111 for police.
- Teacher to contact school and parents if required.

Health and Safety Risk Information

Tsunami Evacuation Map



..... Preferred evacuation routes

The Red Zone is the beach and marine environment, and some very low lying areas. This area is the one people are asked to stay out of most often as a result of smaller tsunamis. Evacuate this area when instructed to, or immediately after any long or strong earthquake. The earthquake may be the only warning of a tsunami, so do not wait for further instructions, notifications or advice, evacuate immediately after the shaking has stopped.

The Orange Zone is the area which may be evacuated for a large earthquake in the Pacific, such as near South America, causing a tsunami wave of up to 5 metres at the Wellington coastline. Alerts and evacuation advice would be issued by Civil Defence and distributed to the public. Evacuate this area when instructed to, or immediately after any long or strong earthquake. The earthquake may be the only warning of a tsunami, so do not wait for further instructions, notifications or advice, evacuate immediately after the shaking has stopped.

The Yellow Zone is the self-evacuation zone which means if you feel a long or strong earthquake, then get yourself out of all zones. The earthquake may be the only warning of a tsunami, so do not wait for further instructions, notifications or advice, evacuate immediately after the shaking has stopped. This zone has been defined by modelling up to magnitude 9 earthquakes on the subduction zone to the east of the North Island, the worst case scenario modelled for the Wellington region. The blue lines painted on the street in some areas of the greater Wellington region mark the edge of this zone.