

Artspace Group Visit Risk Management Plan / Venue Safety Information

Artspace Visual Art Centre

Visit to Contemporary Artspace
43-51 Cowper Wharf Rd, Woolloomooloo NSW 2011
ph: 02 9356 0555 fax: 02 9368 1705
Insurance: Public Liability Insurance. Date of excursion:

Group/class: _____ Number in group/class: _____
Name of excursion coordinator: _____
Contact number: _____
Accompanying staff, parents, caregivers, volunteers: _____

Activity	Hazard Identification Type/Cause	Age	Elimination or Control Measures	Who	When
Transport to venue Public or coach transport	Boarding transport Vehicle accidents	Year 11-12	Remind students of rules for safe behaviour Follow transport safety instructions	Coordinating teacher	Prior to visit / during travel
Travel to and from public transport or coach	Traffic hazards Footpath trip hazard	Year 11-12	Road Safety reminders, teacher supervision Remind students of rules for safe behaviour Remain on pedestrian pathways, use pedestrian crossings and obey pedestrian traffic signals	Coordinating teacher	Prior to visit / during travel
Self-directed gallery visits	Trip hazard (due to objects placed in gallery and potential and low light conditions) Toilets out of sight. Members of general public present	Year 11-12	Brief students on appropriate behaviour in the gallery—no running, unruly behaviour, or touching artworks Non-slip flooring Allow time for vision to adjust to lighting conditions Place all bags at reception to avoid carrying bulky items Planned toilet breaks, students go to bathroom in pairs/ small groups	Coordinating teacher(s) Coordinating teacher(s)	On arrival at the gallery / supervision during visit Brief students on arrival at the gallery & supervise during visit
Hosted Group discussion in the gallery	Trip hazard (due to objects in gallery and low light conditions). Risk of injury to students and artworks Toilets out of sight	Year 11-12	Brief students on appropriate behaviour in the gallery—no running or unruly behaviour Non-slip flooring Allow time for vision to adjust to lighting conditions Place all bags at reception to avoid carrying bulky items Planned toilet breaks, students go to bathroom in pairs/ small groups.	Coordinating teacher & Education Officer Coordinating teacher & Education Officer	On arrival at the gallery / supervision during visit Brief students on arrival at the gallery & supervise during visit

Visit to Artspace Studios *	Trip hazard-stairs to studio complex. Toilets out of sight	Year 11-12	Brief students on appropriate behaviour—no running or unruly behaviour Non-slip flooring Planned toilet breaks, students go to bathroom in pairs/ small groups.	Coordinating teacher & Education Officer	On arrival at the gallery / supervision during visit <i>*NB Studio visit only available by special arrangement</i>
Recommended: Comfortable, covered footwear. Hats, sunscreen and sun protection, and bottled water if planning lunch outdoors. (Meal room not available).					
Access: <ul style="list-style-type: none"> ✓ Venue wheelchair accessible ✓ Wheelchair accessible toilets 			OH&S <ul style="list-style-type: none"> ✓ OH&S policy and procedures in place ✓ Emergency equipment / procedures ✓ Exhibition Risk assessments conducted ✓ Regular workplace assessments 		
First Aid <ul style="list-style-type: none"> ✓ Qualified First aid officer available at front desk 					
Supervision <ul style="list-style-type: none"> ✓ Staff available for in-gallery discussions ✓ Educator and Gallery Supervisor available to welcome teachers and students ✓ Educator briefs groups regarding in gallery behaviour and safety—no running, artworks may not generally be touched ✓ All staff have tertiary qualifications in Visual Art ✓ Educator has post-graduate qualifications in Visual Art ✓ Training records maintained for all staff induction, and training sessions 			Child protection <ul style="list-style-type: none"> ✓ Child protection policies and procedures in place ✓ Child related employment check of applicable staff ✓ Prohibited employment declaration completed by all staff 		
Exhibits <ul style="list-style-type: none"> ✓ Low light conditions at times ✓ Works securely installed ✓ Some objects or works located on floor of gallery ✓ Audio-visual works frequently present ✓ Appropriate warnings for strobing lights ✓ Artworks monitored by Gallery supervisor at all times 			Emergencies: Fire <ul style="list-style-type: none"> ✓ Evacuation Plan and procedures in place ✓ Fire fighting equipment ✓ Exit lights ✓ Evacuation plan ✓ Staff to assist in evacuation ✓ Regular equipment testing 		
Information about Artspace’s education services: www.artspace.org.au e: annek@artspace.org.au p: 02 9356 0503			Other Facilities <ul style="list-style-type: none"> ✓ One male and one female disabled toilet—near lift ✓ Lunch room NOT available ✓ Food is not to be consumed in the gallery 		
<i>Plan prepared by: Anne Kay Position: Education, Public Program and Outreach Officer Date: June 2007 Prepared in consultation with: Blair French Communicated to: Blair French Executive Director</i>					