

# Risk Assessment and Management- Ashburton Art Gallery and Museum

Safety is our priority. Our policy is to identify and mitigate hazards as they become apparent.

The following pages are designed to help teachers complete the Management Statements for a Gallery and Museum visit.

We recommend that teachers visit the Art Gallery and Museum prior to their class visit to familiarise themselves with the Art Gallery, Museum and the hazards here within.

## School Visit Guidelines

There is a recommended ratio of (1:5) for years 0-3, (1:8) primary and (1:15) secondary, adults to students. Unless prior arrangement with Art Gallery and Museum staff.

### Conduct

Appropriate behaviour for an Art Gallery and Museum visit includes: walking only, touching items only when permitted to and being spatially and vocally aware of other members of the community sharing gallery space. Stairs, hard floor surfaces, corners to exhibition cases/displays, and fragile items are common hazards

### First Aid

All Museum staff who work with school groups are first aid qualified and trained to provide a response in an emergency. First aid kits are readily accessible in all areas of the Museum and a mobile kit and cell phone are taken on all off-site activities.

### Food and Drink

The consumption of food and drink in the gallery spaces is not allowed. We ask that you strictly observe this rule as part of conditions of entry.

### School Bags

There is no designated space for school bags in the Art Gallery or Museum. It is suggested that bags be left at school or on the bus if possible.

### Emergency

Emergency signals are communicated by alarms. Museum staff are trained in emergency and evacuation procedures.

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Hazard identification	Elimination, isolation and minimisation	Action if hazard occurs
<p><b>Student-specific ailment</b></p>	<ul style="list-style-type: none"> <li>School teachers are to disclose any medical conditions of individual students prior to the visit/activity if accommodations are necessary.</li> <li>School teachers are responsible for students and their individual medical needs, including medication, during their visit/activity</li> </ul>	<ul style="list-style-type: none"> <li>School teachers are to administer medication based on the student's individual medical conditions.</li> <li>There are first aid kits on each floor of the building.</li> <li>For major injuries phone 111</li> </ul>
<p><b>Road Crossing, Footpaths, car parks</b></p> <p><i>Please note that 327 West street is a very busy road care needs to be taken when arriving and leaving the building.</i></p>	<ul style="list-style-type: none"> <li>School teachers are solely responsible for students outside the museum building</li> <li>Teachers to ensure group uses designated crossings where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>For minor accidents, first aid will be administered on site and an Incident Report form must be completed by the teacher and shared with the Educator.</li> <li>There are first aid kits on each floor of the building.</li> <li>For major injuries phone 111</li> </ul>
<p><b>Fire, earthquake etc</b></p> <p><i>The evacuation assembly point is on the south side of the building in front of the visitor car park.</i></p> <p><i>This building is currently measured to code in the event of an earthquake.</i></p>	<ul style="list-style-type: none"> <li>Educators are to disclose emergency procedures and assembly point information at the beginning of the visit.</li> <li><b>School teachers are to bring a class list</b> so they can ensure that all students are accounted for in the event of an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>Students and school teachers are to follow the directions provided by a Museum staff member.</li> <li>Art Gallery and Museum fire wardens will assist with getting people out of the building safely</li> <li>School teachers are to check that all students are accounted for.</li> <li>In the event of an earthquake, Stop, Drop, And Hold, remain in this position until a Art Gallery or Museum Staff member gives the all clear.</li> <li>There are first aid kits on each floor of the building.</li> <li>For major injuries phone 111</li> </ul>
<p><b>Stairs, tiled floors, elevator</b></p>	<ul style="list-style-type: none"> <li>All stairs have hand rails.</li> <li>Students and school teachers are to take care ensuring that they follow museum behaviour i.e. walking, staying with their group, single file, and being mindful of others in the shared space.</li> <li>Educators to ensure groups working upstairs are always accompanied by an adult.</li> <li>Children are not to use the lift on their own at any time.</li> </ul>	<ul style="list-style-type: none"> <li>For minor accidents, there are first aid kits on each floor of the building.</li> <li>There are first aid kits on each floor of the building.</li> <li>For major incidents phone 111</li> </ul>
<p><b>Minor injury</b></p>	<ul style="list-style-type: none"> <li>Educators are to disclose risks associated with specific practical activities.</li> <li>Educators are to demonstrate the correct and safe way to carry out an activity.</li> </ul>	<ul style="list-style-type: none"> <li>For minor accidents, first aid will be administered onsite and a Record of Accident form must be completed and handed to the Educator.</li> <li>There are first aid kits on each floor of the building.</li> <li>For major injuries phone 111</li> </ul>

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<p><b>Getting lost or exposed to stranger danger</b></p> <p><i>Please note that the public will be in the Art Gallery and Museum with students</i></p>	<ul style="list-style-type: none"> <li>• School teachers are responsible for the overall safety of the students.</li> <li>• Students are expected to remain with their accompanying adult at all times</li> </ul>	<ul style="list-style-type: none"> <li>• If a student is reported missing, muster the class while teacher to check roll. Identify where student was last seen. Allocate adults to search the museum. Notify museum staff and if student cannot be located, Teacher to liaise with school and family while Educator notifies police</li> <li>• School teachers will ensure that their school policy relating to lost children is followed.</li> </ul>
<p><b>Going to the toilet</b></p>	<ul style="list-style-type: none"> <li>• Disclose to students and teachers that any student going to the toilet or leaving the main group for what ever reason must tell an adult that is with the school group, not a Museum staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• If a student is reported missing muster the class while teacher to check roll. Identify where student was last seen. Allocate Adults to search the museum. Notify museum staff and if student cannot be located, Teacher to liaise with school and family while Educator notifies police</li> </ul>