

RISK ASSESSMENT

Venue Name	Ipswich Art Gallery
Location	d'Arcy Doyle Place, Nicholas Street, Ipswich Central QLD 4305
Phone Number	07 3810 7222
Web Address	www.ipswichartgallery.qld.gov.au
Public Liability Insurance	Yes, current

INTRODUCTION

The information in this document is provided to assist you in planning your group's visit to Ipswich Art Gallery.

It is the responsibility of the teachers/carers bringing visiting groups, particularly school groups, to be aware of the health and safety of all those in their care. Teachers and carers are responsible for modelling and maintaining safe and appropriate behaviour for their group.

WHILE YOU ARE HERE:

Please remember that student behaviour and safety is the responsibility of teachers for the duration of your visit.

The recommended minimum student : teacher/adult ratios are:

5 : 1 (Kindergarten – Year 3)

10 : 1 (Year 4 – 7)

15 : 1 (Year 8 – 12)

TO MINIMISE RISKS THE FOLLOWING RULES ARE IN PLACE:

Please do not touch the artworks. Artworks can be damaged even by the slightest touch – so please look with your eyes only.

Walk, don't run. Consider your own safety and other Gallery visitors by walking through the Gallery.

No flash photography. The light from a flash can damage artworks so please only use non-flash photography. Also, for copyright reasons photographs should include more than one artwork.

No food or drink is allowed in the Gallery. For the safety of the artworks please cloak all belongings at the Cloak Room upon entry, including water bottles.

LOCATION, VENUE	POTENTIAL RISK/HAZARD (source of risk/hazard and likely effect of the problem)	CONSEQUENCES (major, moderate, minor)	RISK LEVEL/ PROBABILITY (extreme, high, moderate, low)	RISK CONTROL STRATEGIES (current controls in place to reduce the severity or likelihood of an injury occurring)
GENERAL				
ALL GALLERIES, IPSWICH ART GALLERY	Displays may or may not feature glazed or bollarded artworks, creating the potential for human-caused damage to works.	Moderate	Low	<p>Gallery staff advise children, students, carers, and visitors about appropriate conduct while in the Gallery and instruct them to interact with the artwork displays in an appropriate and safe manner to avoid damage.</p> <p>Accommodating large groups is taken into consideration when booking groups in gallery spaces.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
CHILDREN'S GALLERY, IPSWICH ART GALLERY	Displays and activities encourage movement throughout the space creating the potential for collisions and tripping. Visitors may have access to materials and equipment that may cause choking hazards or bodily harm if used incorrectly. There are tripping hazards within the space.	Moderate	Low	<p>All interactive exhibition elements and activities are monitored by Gallery staff.</p> <p>Gallery staff advise children, students, carers, and visitors about appropriate conduct while in the Gallery and instruct them to interact with the activities in an appropriate and safe manner to avoid injury or tripping.</p> <p>Accommodating large groups is taken into consideration when designing activities and exhibitions in gallery spaces.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
EQUIPMENT and MATERIALS				
Activity equipment usually provided in the Children's Gallery for use by students, children, and visitors includes tables, chairs, and various equipment to manipulate art materials. Gallery staff are aware of procedures to ensure safe play and behaviour in the Gallery. Exhibitions and workshops are monitored by Gallery staff.				
	Bodily harm caused by contact with materials Visitor injures themselves with materials. Pokes eyes with materials or stands on materials/objects. Topical allergic reaction caused by interaction with materials.	Moderate	Low	<p>Tools are used under the supervision of Gallery staff during a facilitated session in the exhibition.</p> <p>Gallery staff have selected materials that are clean and safe to use.</p> <p>Gallery staff monitor the exhibition and are available to instruct people on how to use the materials safely.</p>

				<p>Disposable gloves are available should concerns be held about potential allergic reactions. Wet wipes are available to remove materials from affected skin areas.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	Accidental ingestion of materials Visitor swallows or ingests materials which are a choking hazard	Major	Low	<p>Only non-toxic materials to be used.</p> <p>Parents, staff and artists are required to monitor material usage and activities.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	Projectiles Exhibition contains elements which may be thrown across the room and could cause injury to a visitor or artwork.	Moderate	Low	<p>Materials used in the exhibition have been chosen because they are unlikely to be harmful in the unlikely event they are thrown at a person.</p> <p>Artworks are installed by the artist and qualified Gallery staff.</p> <p>All activities and displays are monitored by Gallery staff.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	Equipment is pushed over, trapping or crushing an individual	Major	Low	<p>Equipment has been especially designed for use by large numbers of children.</p> <p>Plinths and shelving are anchored to the wall where required.</p> <p>All activities and displays are monitored by Gallery staff.</p> <p>All gallery items have been installed by professionals.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	Faulty equipment and maintenance	Major	Low	<p>Displays are constructed, maintained and repaired by experienced, licensed personnel and/or Gallery staff (with Engineer's approval if necessary).</p>
ENVIRONMENTAL				
Gallery Exhibitions, Tours, Workshops	Height (falling) An unfixed object (plinth, lounge, table) has been moved near a railing or wall enabling a student or visitor to climb the object and injure themselves by falling from a height.	Major	Low	<p>Unfixed objects are monitored by Gallery staff during hours of public access.</p> <p>Unfixed objects are not easily moveable due to weight and size.</p> <p>The Children's Gallery is an enclosed space.</p> <p>Exit buttons are located high on the doors of the Children's Gallery to prevent children leaving the space unsupervised.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>

	<p>Tripping or collision Displays that encourage visitors to move as a group or as an individual through a group.</p> <p>Visitors may trip over fixtures.</p> <p>Student or visitors running in the Gallery could injure themselves or others if they fall or collide.</p>	Minor	Moderate	<p>Gallery staff talk with students and visitors about Gallery conduct and instruct them not to run in the Gallery or on the Gallery Forecourt.</p> <p>School groups are provided with Gallery rules prior to their visit and teachers/carers are encouraged to brief students/ children prior to visit about Gallery conduct.</p> <p>All activities and displays are monitored by Gallery staff.</p> <p>Gallery staff are aware of crowd management strategies. Gallery staff advise children, students, carers and visitors about appropriate conduct and instruct them to interact with the activities in an appropriate and safe manner to avoid injury or tripping. Interactive exhibition elements are positioned with plenty of room for thoroughfare.</p> <p>Accommodating large groups is taken into consideration when designing activities and exhibitions in gallery spaces.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	<p>Stairs and steps Students or visitors could fall or trip on stairs or steps.</p>	Major	High	<p>All stairs have railings to reduce the risk of falling.</p> <p>Students and visitors can use the lift as an alternative to the stairs.</p> <p>Non-slip strips have been added to wooden stairs.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	<p>Lift malfunction Students or visitors are trapped inside lift or caught in closing doors.</p>	Major	Low	<p>Lift has safety mechanisms and is regularly serviced.</p> <p>Signage in lift directs visitors on evacuation procedures in case of lift malfunction.</p> <p>Students/ children/ clients are to be supervised by a teacher/carer at all times.</p>
	<p>Overcrowding Popular activities, displays, interactives and workshop activities may attract more students, children or visitors than appropriate for the space.</p>	Major	Low	<p>All activities are monitored by Gallery staff.</p> <p>Group bookings are minimized during busy periods to assist with managing visitor numbers.</p> <p>Gallery staff will implement crowd management strategies to mitigate the risk of overcrowding.</p>

				<p>Accommodating large groups is taken into consideration when designing activities and exhibitions in gallery spaces.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
	<p>Tripping or slipping on surfaces/spills/obstacles Students or visitors may trip on obstacles or slip on smooth surfaces/spills on tiled/polished wood flooring in the Gallery.</p>	Moderate	Low - Moderate	<p>Safe practices are considered by Gallery staff when positioning obstacles in the Gallery.</p> <p>All areas in the Gallery are monitored by Gallery staff.</p> <p>Spills are cleaned up as soon as possible after detection.</p> <p>Gallery staff talk to students and visitors about Gallery conduct and instruct them not to run in the Gallery to minimize potential tripping/slipping incident(s).</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
	<p>Protruding sharp/blunt edges Students or visitors are injured due to a protruding sharp or blunt edge (e.g. corner of plinth or corner of floor trap for power outlets).</p>	Moderate	Moderate	<p>Safety hazards such as sharp/blunt edge(s) are monitored, noted and reported by Gallery staff during daily Gallery checks.</p> <p>Public spaces are monitored by Gallery staff during opening hours.</p> <p>Gallery staff talk to students and visitors about Gallery conduct and instruct them not to run in the Gallery to minimize potential tripping/slipping incident(s).</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
	<p>Entering closed Gallery space during exhibition installation periods Students or visitors could be injured (e.g. by ladders, power tools) if they enter a Gallery space closed for installation.</p>	Major	Low	<p>During exhibition installation periods Gallery spaces are closed with a barrier.</p> <p>Signage is provided to make visitors aware of closure.</p> <p>Gallery spaces are monitored by Gallery staff.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
HUMAN				
The Ipswich Art Gallery is committed to providing a stimulating and safe environment for students and children. All Gallery staff working with children have been issued Blue Cards by the Commission for Children and Young People Queensland.				
	<p>Unauthorized photography</p>	Major	Low	<p>Gallery spaces are monitored by Gallery staff.</p> <p>Authorized photographers are required to identify themselves to Gallery staff upon arrival.</p>

				<p>Parents/carers are advised that photography of children outside their care is forbidden.</p> <p>Written permission is sought by the Gallery from parents or guardians before any authorised photography is conducted.</p> <p>Strict guidelines are in place for use of photographs in Gallery publications.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p> <p>Students and children are to be accompanied by a teacher/carers when using the bathroom facilities.</p>
	Interference from members of the public	Major	Low	<p>Gallery spaces are monitored by Gallery staff.</p> <p>Appropriate levels of supervision as per the minimum teacher-to-student ratios, as stated in the introduction.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p> <p>Students and children are to be accompanied by a teacher/carers when using the bathroom facilities.</p>
	Dangerous behaviour Students or visitors causing injury to themselves/others through dangerous behaviour.	Moderate	Low	<p>Gallery spaces are monitored by Gallery staff.</p> <p>Appropriate levels of supervision as per the minimum teacher-to-student ratios, as stated in the introduction.</p> <p>Gallery staff talk to students and visitors displaying dangerous behavior about appropriate Gallery conduct if necessary.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
	Use of unacceptable language Students and visitors could be exposed to and offended by use of inappropriate language in the Gallery.	Low	Moderate	<p>Gallery spaces are monitored by Gallery staff.</p> <p>Gallery staff talk to students or visitors using unacceptable language about appropriate Gallery conduct if necessary.</p> <p>Appropriate levels of supervision as per the minimum teacher-to-student ratios, as stated in the introduction.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
	Public disorder and	Major	Low	<p>Gallery spaces and security cameras are monitored by Gallery staff.</p>

	physical abuse Student, child or visitor being threatened or physically abused.			<p>Gallery staff are aware of procedures to ensure safe play and behaviour in the Gallery.</p> <p>Gallery staff are trained in general safety and evacuation procedures.</p> <p>Appropriate levels of supervision as per the minimum teacher-to-student ratios, as stated in the introduction.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
	Lost child or child abduction A person who is not a parent or guardian taking a child away from the Gallery.	Major	Low	<p>Gallery spaces and security cameras are monitored by Gallery staff.</p> <p>Appropriate levels of supervision as per the minimum teacher-to-student ratios, as stated in the introduction.</p> <p>Students/ children/ clients are to be supervised by a teacher/carers at all times.</p>
TOILET POLICY				
<ul style="list-style-type: none"> Students are to be accompanied and supervised by a teacher/carers when visiting the toilets at the Gallery. The Gallery has wheelchair access and toilets for person(s) with a disability are available. Public toilets are located inside the Gallery. 				
FIRST AID				
<ul style="list-style-type: none"> The Gallery has several first aid trained staff who are available to treat visitors, staff and contractors at the Gallery. There first aid kits located throughout all Gallery spaces. We ask that you inform Gallery staff should a first aid/medical situation arise during your visit. A supervisor from the group is required to remain with the sick/injured group member. In the unlikely event of a major illness or injury, Ipswich Art Gallery utilizes the Queensland Ambulance Service. First Aid supplies are monitored by Gallery staff through regular checks (every 6 months). Extra supplies are ordered for periods of peak visitation. 				
FIRE SAFETY AND EMERGENCY EVACUATION				
<ul style="list-style-type: none"> Emergency procedures are in place at the venue. Staff are trained to deal with emergencies. Fully trained Emergency Wardens and Assistant Wardens (Gallery staff) have the responsibility to direct students and visitors in emergency situations at the Gallery. Clearly marked emergency exit signs are located throughout the Gallery. Emergency exits are monitored daily by Gallery staff. Emergency alert tone and evacuation alarm systems are in place at the Gallery. Students and visitors are to follow the instructions of the trained Emergency Wardens and Assistant Wardens should an emergency arise or if evacuation of the building is deemed necessary. Should the emergency alert tone or the evacuation alarm sound during your visit, the teacher/carers is to be directed by the Emergency Wardens or Assistant Wardens stationed in your vicinity. The teacher/carers is responsible for directing their group members in accordance with the instructions given by the 				

<p>Emergency Warden or Assistant Warden.</p> <ul style="list-style-type: none"> • Lifts should not be used in a fire emergency.
CONSTRUCTION/MAINTENANCE/REPAIR
<ul style="list-style-type: none"> • Licensed personnel are used for all constructions, maintenance, and repair. • All equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards.
ACCESSIBILITY
<ul style="list-style-type: none"> • Access to, and exits from, the premises are safe and without risk to health. • The venue wheelchair accessible. • Accessible toilets are available.
CHILD PROTECTION
<ul style="list-style-type: none"> • Employees engaged in child-related employment possess a current Queensland Blue Card – Working with Children Check. • The organisation has a current Working with Children and Young People Safety Policy.

If further information is required, please contact the Ipswich Art Gallery directly on (07) 3810 7222.