

RISK ASSESSMENT GUIDE – Just Be Your Selfie Incursion 2023

Venue Name: Offsite. Teachers are to provide a safe and appropriate location for the incursion.

INTRODUCTION

The information provided in this document is aimed to assist you with planning your group’s incursion.

It is the responsibility of those teachers/carers to be aware of the health and safety of all those under their care. Teachers and carers are responsible for displaying and maintaining safe and appropriate behavior for their group throughout the incursion. Teachers must supervise students at all times and be present throughout the incursion.

Teachers will ensure that there is a suitable venue for the incursion. Gallery staff set up and pack down materials, displays and equipment for the incursion. During these times students are precluded from the area for safety reasons. Teachers and carers should ensure this is made possible.

EXHIBITION, PROGRAM, 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)
JUST BE YOUR SELFIE INCURSION	Students have access to a range of equipment, art materials and stationery that may cause choking hazards or bodily harm if used incorrectly. There may be tripping hazards within the incursion set up due to materials and equipment used.	Moderate	Low	<p>All activities and displays are carefully chosen and set up for the incursion by Gallery staff.</p> <p>Gallery staff advise students, teachers and carers about appropriate conduct while participating in the incursion and instruct them to interact with the activities in an appropriate and safe manner to avoid injury or tripping.</p> <p>Accommodating class groups is taken into consideration when designing activities and set up of incursion activities.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>

EQUIPMENT				
Activity equipment usually provided in the incursion for use by students, teachers and carers includes mirrors, art materials such as pens, pencils, paints, charcoal, pastels, crayons and paper. Gallery staff are aware of procedures to ensure safe engagement and behavior. Incursions are facilitated by Gallery staff.				
	<p>Bodily harm caused by contact with materials Student scratches themselves with materials, pokes eyes with materials or stands on materials.</p>	Moderate	Low	<p>Sharp materials are not utilized in the incursion.</p> <p>Gallery staff has selected materials that are clean and safe to use.</p> <p>Gallery staff monitor the incursion and are available to instruct people on how to use the materials safely.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Accidental ingestion of materials Student swallows or ingests inks from pens or other art materials which are a choking hazard.</p>	Major	Low	<p>Only non-toxic materials to be used.</p> <p>Gallery staff and teachers/carers to monitor material usage.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Projectiles Incursion contains elements (e.g. pens, sharpeners) which may be thrown across room and could cause injury to a student.</p>	Moderate	Low	<p>Materials used in the incursion have been chosen because they are light or are unlikely to be harmful in the unlikely event they are thrown at a person.</p> <p>All activities are monitored by Gallery staff.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Faulty equipment and maintenance</p>	Moderate	Low	<p>Displays and interactives are checked by Gallery staff prior to incursion.</p>
	<p>Tripping or collision Students may trip or collide with one another while moving around during the incursion.</p>	Minor	Moderate	<p>All activities and displays are monitored by Gallery staff.</p> <p>Gallery staff advise students, carers and teachers about appropriate conduct while participating in the incursion and instruct them to interact with the activities in an appropriate and safe manner to avoid injury or tripping.</p> <p>Accommodating class sized groups is taken into consideration when designing the incursion.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>

	<p>Injury by interacting with materials during set up or pack down of the incursion</p> <p>Students could be injured if they enter an area not ready for interaction during set up or pack down.</p>	Moderate	Low	<p>Students are precluded from being in the area designated during incursion set up and pack down periods.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
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HUMAN

The Ipswich Art Gallery is committed to providing a stimulating and safe environment for students. All Gallery staff working with children have been issued with Blue Cards by the Commission for Children and Young People Queensland.

	<p>Interference from others not involved in the incursion</p>	Major	Low	<p>Appropriate levels of supervision as per the minimum teacher to student ratios.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Dangerous behavior</p> <p>Students causing injury to themselves/others through dangerous behavior.</p>	Moderate	Low	<p>Appropriate levels of supervision as per the minimum teacher to student ratios.</p> <p>Gallery staff talk to students displaying dangerous behavior about appropriate incursion conduct if necessary.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>

FIRST AID

First Aid is the responsibility of the teacher present during the incursion.

FIRE SAFETY AND EMERGENCY EVACUATION

Emergency procedures are the responsibility of the teacher present during the incursion.