

RISK ASSESSMENT GUIDE – Scale Free Network

Venue Name	Ipswich Art Gallery
Location	d’Arcy Doyle Place, Nicholas Street, Ipswich Central QLD 4305
Phone Number	07 3810 7222
Fax Number	07 3812 0428
Web Address	www.ipswichartgallery.qld.gov.au
Public Liability Insurance	Yes, current

INTRODUCTION

The information provided in this document is aimed to assist you with planning your group’s visit to the Ipswich Art Gallery.

It is the responsibility of those teachers/carers bringing visiting groups, particularly school groups, 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 behaviour for their group.

Student behaviour and safety is the responsibility of teachers for the duration of your visit.

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)	TREATMENT/ACTION (treatment administered/action taken in the event of an incident occurring)
<i>Scale Free Network</i>	Displays that encourage visitors to move as a group or as an individual through a group – potential collisions, tripping. Access to displays	Minor	Moderate	All activities and displays are supervised by Gallery staff and / or volunteers. All supervisors are aware of crowd management strategies. Supervisors 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. Accommodating large groups is taken into consideration when designing activities and set up of Gallery spaces.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Gallery staff report and record all incidents.

EQUIPMENT					
Activity equipment usually provided in the Children's Gallery for use by students, children and visitors includes inks, charcoal, paints, pastels, OHP projectors, Microscopes and digital projectors. Gallery staff and volunteers are aware of procedures to ensure safe play and behavior in the Gallery and activities are supervised by Gallery staff and volunteers.					
	Electrocution. Exposed electrical components E.g. Microscopes Projectors (Data/OHP) are interfered with by student or visitor.	Major	Low	Artworks, displays, lights and other items utilizing power are installed and monitored by qualified Gallery staff. All electrical equipment is tested regularly and approved by an Ipswich City Council electrician. No liquids will be used near electrical equipment.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.
	Accidental ingestion of materials. Student swallows inks/liquids	Major	Low	Only non-toxic materials to be used. Parents, staff and artists to monitor material usage.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident
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	Unfixed objects are monitored by Gallery staff and volunteers during hours of public access. Unfixed objects are not easily moveable due to weight and size.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.
	Hard surfaces (polished wood, tiles inside the Gallery and concrete tiles on Gallery Forecourt) and carpet. Student or visitors running in the Gallery could injure themselves if they fall over.	Minor	Moderate	Gallery staff talk with students and visitors about Gallery conduct and instruct them not to run in the Gallery or on the Gallery Forecourt. Guided tour groups are provided with Gallery rules prior to their visit and teachers/carers are encouraged to brief students prior to visit about Gallery conduct.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.
	Sunburn. Students or visitors	Moderate	Low	Groups are managed by Gallery staff in a way to minimize exposure to the sun.	Gallery staff administer first aid if appropriate.

	assembling or waiting as a group on the Gallery Forecourt, or participating in some public programs on the Gallery Forecourt could receive sunburn as a result.			Tents/shades, water and sunscreen are provided for all workshops conducted on the Gallery Forecourt. Sun safety messages are included in Gallery promotional material for outdoor workshops and activities.	Gallery staff call Ambulance service if necessary. Report/record incident.
	Stairs and steps. Students or visitors could fall down or trip on stairs or steps.	Major	High	All stairs have railings to reduce the risk of falling. Students and visitors can use the lift as an alternative to the stairs.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.
	Lift malfunction. Student or visitor is trapped inside lift or caught in closing doors.	Major	Low	Lifts inside the Gallery are monitored by Gallery staff and volunteers. Signage in lift directs visitors on evacuation procedures in case of lift malfunction.	Gallery staffs notify Ipswich City Council Facilities as soon as possible. Report/record incident.
	Exposure to drugs or the solicitation of drugs. Toilets and other less exposed/monitored spaces could potentially be used by unlawful persons to sell/expose students and or visitors to drugs.	Major	Low	Toilets are monitored by Gallery staff and volunteers via cameras and daily checks. Students are to be accompanied and supervised by a teacher/carer when visiting the toilet.	Gallery staff contact Police. Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.
	Overcrowding. Popular activities, displays, interactives and workshop activities may attract more students, children or visitors than appropriate for the space.	Major	Low	All activities are supervised/monitored by Gallery staff and volunteers. Gallery staff and volunteers are aware of crowd management strategies. Displays and interactives are constructed, maintained and repaired by experienced, licensed personnel and Gallery staff (with Engineer's approval if necessary).	Gallery staff action crowd management procedures throughout Gallery Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.

				Accommodating large groups is taken into consideration when designing activities and the set up of Gallery spaces.	
	<p>Tripping or slipping on smooth 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 and volunteers.</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>Gallery staff administer first aid if appropriate.</p> <p>Gallery staff call Ambulance service if necessary.</p> <p>Report/record incident.</p>
	<p>Emergency exits or equipment blocked by bollards, signs or other equipment. Students or visitors cannot access emergency exits.</p>	Major	Low	<p>Galley staff and volunteers are aware of procedures for proper storage of equipment.</p> <p>Exits are monitored daily by Gallery staff and volunteers.</p>	<p>Staff unblock access if possible.</p> <p>Report/record incident.</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>Potential for students or visitors to be injured by protruding sharp/blunt edge(s) are monitored, noted and reported by Gallery staff and volunteers during daily Gallery checks.</p> <p>Public spaces are supervised and monitored by Gallery staff and volunteers during opening hours.</p>	<p>Gallery staff make protruding object safe for others</p> <p>Gallery staff administer first aid if appropriate.</p> <p>Gallery staff call Ambulance service if necessary.</p> <p>Report/record incident.</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</p>	Major	Low	<p>During exhibition installation periods Gallery spaces are closed with a barrier.</p> <p>Signage is provided to make students and visitors aware of closure.</p> <p>Gallery spaces are supervised by Gallery staff and volunteers.</p>	<p>Gallery staff administer first aid if appropriate.</p> <p>Gallery staff call Ambulance service if necessary.</p> <p>Report/record incident.</p>

	installation.				
HUMAN					
The Ipswich Art Gallery is committed to providing a stimulating and safe environment for students. All Gallery staff and volunteers working with children have been issued with Blue Cards by the Commission for Children and Young People Queensland.					
	Unauthorized photography. Child pornography is a risk if photographs of children are taken for personal use or for posting on internet (with cameras or phone cameras).	Major	Low	Gallery spaces are supervised by Gallery staff and volunteers. Authorized photographers are required to identify themselves to Gallery staff upon arrival. Parents/carers are advised that photography of children outside their care is forbidden	Staff contact Police. Report/record incident.
	Unauthorized photography. Photography is a risk for children whose identities are protected.	Major	Low	Written permission is sought by the Gallery from parents or guardians before any photography is conducted. Strict guidelines are in place for use of photographs in Gallery publications. Authorized photographers are required to identify themselves to Gallery staff upon arrival.	Ensure all staff adhere to strict guidelines regarding photography.
	Dangerous behavior. Students or visitors causing injury to themselves/others through dangerous behavior.	Moderate	Moderate	Gallery spaces are supervised by Gallery staff and volunteers. Gallery staff and volunteers talk to students and visitors displaying dangerous behavior about appropriate Gallery conduct if necessary.	Gallery staff administer first aid if appropriate. Gallery staff call Ambulance service if necessary. Report/record incident.
	Use of unacceptable language. Students and visitors could be exposed to and offended by use of inappropriate language in the Gallery.	Low	Moderate	Gallery spaces are supervised by Gallery staff and volunteers. Gallery staff and volunteers talk to students or visitors using unacceptable language about appropriate Gallery conduct if necessary.	Call Police if necessary. Report/record incident.
	Physical abuse. Student or child being physically abused.	Major	Low	Gallery spaces are supervised by Gallery staff and volunteers.	Contact Police if necessary. Gallery staff administer first aid if appropriate.

				Gallery staff and volunteers are aware of procedures to ensure safe play and behaviour in the Gallery.	Gallery staff call Ambulance service if necessary. Report/record incident.
	Sexual abuse. Inappropriate touching or sexually abusive language used against a student or visitor.	Major	Low	Gallery spaces are supervised by Gallery staff and volunteers. Gallery staff and volunteers are aware of procedures to ensure safe play and behavior in the Gallery.	Contact Police. Report/record incident.
	Child abduction. A person who is not a parent or guardian taking a child away from the Gallery.	Major	Moderate	Gallery spaces are supervised by Gallery staff and volunteers. Gallery policy requires teachers/carers to remain with children at all times.	Contact Police. Report/record incident.

TOILET POLICY

Students are to be accompanied and supervised by a teacher/carer 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

The Gallery has a number of first aid trained staff who are available to treat visitors, staff and contractors at the Gallery. There are multiple first aid kits located throughout the Gallery.

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, the Ipswich Art Gallery utilizes the Queensland Ambulance Service.

First Aid supplies are monitored by Gallery staff through regular checks (every 3 months). Extra supplies are ordered for periods of peak visitation.

FIRE SAFETY AND EMERGENCY EVACUATION

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 and volunteers.

Emergency alert tone and evacuation alarm systems are in place at the Gallery.

Students and visitors would 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/carer would be directed by the Emergency Wardens or Assistant Wardens stationed in your vicinity. The teacher/carer is responsible for directing their group members in accordance with the instructions given by the Emergency Warden or Assistant Warden.

Lifts should not be used in a fire emergency.

CONSTRUCTION/MAINTENANCE/REPAIR

Licensed personnel are used for all constructions, maintenance and repair.