

RISK ASSESSMENT GUIDE – Wind Tubes 2023

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 behavior for their group.

Temporary vehicle set down is located on Limestone Street adjacent to the RSL Park (corner of Limestone and Nicholas Streets). Traffic lights regulate pedestrian crossing. A large lift services all levels of the Gallery.

Adjacent to the Gallery Forecourt is a shaded area suitable for eating breaks. The RSL Park is also shaded (seating onto grass). Note the park is situated across the road from the Gallery – traffic lights regulate pedestrian crossing.

When you arrive:

- Please arrive 10 minutes prior to your program commencement time to allow for bathroom visits, bag cloaking etc.
- Assemble your group on the Gallery Forecourt (foyer in wet weather) and check-in at Gallery reception.
- Bags and umbrellas must be cloaked on arrival.
- No food or drink is allowed in the Gallery except for bottled water.
- Students must leave items such as hats, food, and all ink pens in their bags.
- Bathrooms are located on the Lower Ground floor of the Gallery.
- Teachers must supervise students at all times.

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)

Please share the following information with your students:

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.

Visual Arts Diaries and pencils. Students are encouraged to bring their own Visual Arts Diaries to record aspects of their visit. To do so, please use pencil only – no pens.

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)
WIND TUBES CHILDREN'S GALLERY, IPSWICH ART GALLERY	Displays and activities encourage movement throughout the space creating the potential for collisions and tripping. Visitors have access to a range of craft materials and stationery that may cause choking hazards or bodily harm if used incorrectly. There a tripping hazards within the space.	Moderate	Low	All activities and displays are monitored by Gallery staff. 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. Accommodating large groups is taken into consideration when designing activities and set up of Gallery spaces. Students are to be supervised by a teacher/carers at all times.

EQUIPMENT

Activity equipment usually provided in the Children's Gallery for use by students, children and visitors includes wind tubes and craft materials such as feathers, foam, string, sticky tape, cardboard and plastic. Gallery staff are aware of procedures to ensure safe play and behavior in the Gallery. Exhibitions and workshops are monitored by Gallery staff.

	Electrocution Exhibition contains electrical components which if somehow become exposed could come into contact with visitor and provide an electrical shock.	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. Artworks requiring electricity use low voltage power. Students are to be supervised by a teacher/carer at all times.
	Bodily harm caused by contact with materials Student scratches, themselves with materials. Pokes eyes with materials or stands on materials.	Moderate	Low	Sharp materials are not allowed in exhibition. Gallery staff has selected materials that are clean and safe to use. Gallery staff monitor the exhibition and are available to instruct people on how to use the materials safely. Students are to be supervised by a teacher/carer at all times.
	Accidental ingestion of materials Student swallows or ingests inks from pens or other craft materials which are a choking hazard	Major	Low	Only non-toxic materials to be used. Parents, staff and artists to monitor material usage. Students are to be supervised by a teacher/carer at all times.
	Projectiles Exhibition contains elements (e.g. scissors, foam) which may be thrown across room and could cause injury to a visitor.	Moderate	Low	Materials used in the exhibition have been chosen because they are light or are unlikely to be harmful in the unlikely event they are thrown at a person. Artworks are installed by the artist and qualified Gallery staff. All activities and displays are monitored by Gallery staff. Students are to be supervised by a teacher/carer at all times.

	Equipment is pushed over trapping or crushing an individual	Major	Low	Equipment has been especially designed for use by large volumes of children. All activities and displays are monitored by Gallery staff. All gallery items have been installed by professionals. Students are to be supervised by a teacher/carer at all times.
	Faulty equipment and maintenance	Major	Low	Displays and interactives are constructed, maintained and repaired by experienced, licensed personnel and/or Gallery staff (with Engineer's approval if necessary).

ENVIRONMENTAL				
<p>Gallery Exhibitions, Tours, Workshops</p>	<p>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.</p>	<p>Major</p>	<p>Low</p>	<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 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 artworks.</p> <p>Student or visitors running in the Gallery could injure themselves if they fall over on hard surfaces.</p>	<p>Minor</p>	<p>Moderate</p>	<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 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 while in the Gallery and instruct them to interact with the activities in an appropriate and safe manner to avoid injury or tripping. Access to wind tubes and interactive activities are spread out in the Children’s Gallery.</p> <p>Accommodating large groups is taken into consideration when designing activities and set up of Gallery spaces.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Sunburn Students or visitors assembling or waiting as a group on the Gallery Forecourt, or participating in some public programs on the Gallery Forecourt could become sunburnt as a result.</p>	<p>Moderate</p>	<p>Low</p>	<p>Groups are managed by Gallery staff in a way to minimize exposure to the sun.</p> <p>Tents/shades, water and sunscreen are provided for all workshops conducted on the Gallery Forecourt.</p> <p>Sun safety messages are included in Gallery promotional material for outdoor workshops and activities.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>

	<p>Stairs and steps Students or visitors could fall down 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 are to be supervised by a teacher/carer at all times.</p>
	<p>Lift malfunction Student or visitor is trapped inside lift or caught in closing doors.</p>	Major	Low	<p>Lifts inside the Gallery are monitored by Gallery staff.</p> <p>Signage in lift directs visitors on evacuation procedures in case of lift malfunction.</p> <p>Students 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 are aware of crowd management strategies.</p> <p>Accommodating large groups is taken into consideration when designing activities and the setup of Gallery spaces.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Tripping or slipping on smooth surfaces/spills/obstacle 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 are to be supervised by a teacher/carer 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 are to be supervised by a teacher/carer 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 students and visitors aware of closure.</p> <p>Gallery spaces are monitored by Gallery staff.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>

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.

	Unauthorized photography	Major	Low	<p>Gallery spaces and security cameras 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 photography is conducted.</p> <p>Strict guidelines are in place for use of photographs in Gallery publications.</p> <p>Students are to be supervised by a teacher/carer at all times.</p> <p>Students are to be accompanied by a teacher/carer when using the bathroom facilities.</p>
	Interference from members of the public	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 are to be supervised by a teacher/carer at all times.</p> <p>Students are to be accompanied by a teacher/carer when using the bathroom facilities.</p>
	Dangerous behavior Students or visitors causing injury to themselves/others through dangerous behavior.	Moderate	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>Gallery staff talk to students and visitors displaying dangerous behavior about appropriate Gallery conduct if necessary.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>

	<p>Use of unacceptable language Students and visitors could be exposed to and offended by use of inappropriate language in the Gallery.</p>	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 are to be supervised by a teacher/carer at all times.</p>
	<p>Physical abuse Student or child being physically abused.</p>	Major	Low	<p>Gallery spaces and security cameras are monitored by Gallery staff.</p> <p>Gallery staff are aware of procedures to ensure safe play and behaviour in the Gallery.</p> <p>Appropriate levels of supervision as per the minimum teacher to student ratios, as stated in the introduction.</p> <p>Students are to be supervised by a teacher/carer at all times.</p>
	<p>Child abduction A person who is not a parent or guardian taking a child away from the Gallery.</p>	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 are to be supervised by a teacher/carer at all times.</p>

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.

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.