



Risk Assessment for School Visits to Tweed Regional Gallery & Margaret Olley Art Centre

INTRODUCTION

This document provides guidelines to help plan your group's visit to the Tweed Regional Gallery & Margaret Olley Art Centre. It is essential for visiting groups to prioritise the health and safety of all members. Supervisors and leaders are responsible for ensuring safe and appropriate behaviour during the visit.

Venue name: Tweed Regional Gallery & Margaret Olley Art Centre

Location: 2 Mistral Road (corner Tweed Valley Way) Murwillumbah South, NSW 2484 Australia

Telephone number: 02 6670 2790

Email: tweedart@tweed.nsw.gov.au

Insurance: Public Liability \$20 million

Access: The Gallery has accessible facilities, including a lift and set down area close to the front doors of the Gallery, undercover parking and a bus parking area. The Gallery provides the following:

- wheelchair access to the Gallery, the Gallery Café and the facilities - wheelchairs are available free of charge, and can be pre-booked by calling [02 6670 2790](tel:0266702790)
- undercover accessible parking spaces opposite the lift on the lower level

Emergencies: Emergency procedures are in place at the Gallery; Gallery employees are trained to deal with emergency situations.

First aid: : The Gallery has staff trained in first aid available at all times. First aid kits are available.

Child-rated employment: Employees and volunteers engaged in child-rated activities have current Working with children Check. Confirmation and WWCC numbers can be provided upon request.

SUPERVISION

- **Supervision Requirement:** Teachers and accompanying supervisors must oversee their students throughout the entire visit. The responsibility for maintaining control and ensuring safety of students rests with the supervising teacher or group leader. During your visit the Gallery will be open to the public, teachers and accompanying supervisors must supervise students in all areas of the Gallery to ensure student safety.
- **Pre-Visit Briefing:** Supervising teachers should ensure that all accompanying adults are familiar with the Gallery's protocols before arrival. Supervising teachers should ensure that all accompanying adults are aware that the Gallery will be open to the public and students should be supervised in all areas of the Gallery to ensure student safety.
- **Medical and Behavioural Awareness:** Be aware of any specific medical conditions or behavioural issues affecting individual group members.
- **Safety Precautions:** Take care when using the external stairs or navigating different areas of the Gallery. Ensure that group members walk in the Gallery to prevent injuries and damage to artworks.

FIRST AID

- **First Aid Provision:** The Gallery has staff trained in first aid available at all times. There is a stocked first aid kit, and a defibrillator is on-site.
- **In Case of Injury or Illness:** Notify Gallery staff immediately if a medical situation arises. A supervisor from the group should stay with the affected individual.

- **Emergency Medical Services:** For major incidents, the Gallery will call the appropriate emergency services.

FIRE SAFETY AND EMERGENCY EVACUATION

- **Emergency Personnel:** Trained Emergency Wardens and Assistant Wardens are responsible for guiding visitors and staff during emergencies.
- **Emergency Exits:** Clearly marked emergency exit signs are throughout the Gallery.
- **Evacuation Procedures:** Follow the instructions given by Emergency Wardens or Assistant Wardens. The group leader/supervisor must direct their group accordingly.
- **Lifts:** Do not use lifts during a fire emergency.

GENERAL

- **Food and Drink:** Consumption of food and drink is not permitted inside the Gallery. There are designated areas outside where school groups can eat. In case of rain, prepare for possible exposure to the elements as the covered areas are limited.
- **Sun Protection:** If bringing lunch, ensure students have hats, sunscreen, and appropriate clothing for sun protection.
- **Accessibility:** The Gallery is wheelchair accessible, with toilet facilities including accessible toilets available on-site.
- **Clothing and Footwear:** Wear suitable clothing and footwear as temperature and humidity levels are controlled.
- **Public Liability Insurance:** The Tweed Regional Gallery & Margaret Olley Art Centre have public liability insurance.

For further information or queries, please contact gallerieducation@tweed.nsw.edu.au

We look forward to your visit and hope you have an enjoyable and educational experience

Please find our itemised risk assessment below for the Gallery program. Francis Mills Education Workshop risk assessment can be obtained upon request.

GALLERY PROGRAM RISK ASSESSMENT

Venue Name	Tweed Regional Gallery and Margaret Olley Art Centre		
Address	2 Mistral Rd Murwillumbah NSW 2484		
Telephone	02 66702790		
Web address	artgallery.tweed.nsw.gov.au		
Activity/Program	Staff accreditation / competence	Potential Risks	Control Strategies
General public visitor to venue, including commercial groups and not for profit groups to Tweed Regional Gallery. Visiting exhibition spaces, bathrooms, foyer, library and other public spaces.	<p>Gallery staff who are certified first aid officers are always onsite.</p> <p>Gallery Volunteers have been inducted and advised to direct members of the public to Gallery staff for enquiries outside of their training.</p> <p>Education Officers have fine arts/visual arts degrees and/or Bachelor of Teaching qualifications; have current Working with Children Checks</p>	<p>Gallery stairs & elevator.</p> <p>Falling from chairs and ottomans.</p> <p>Interference from members of the public.</p>	<p>Gallery education staff and Gallery volunteers are stationed at the entrance to guide groups, including school groups, into the Gallery.</p> <p>Elevator is available for use and Car accessible set down area is available at the front of the Gallery.</p> <p>Public are to take care when sitting on furniture. A wheelchair is available upon request.</p> <p>Education officers will lead school groups larger than 40 people; bookings to made in advance.</p>

			Qualified first aid officers are on duty at all times.
Children and adult education programs, guided tours, workshops, including artmaking and Art Student study days, student enrichment days. Location Tweed Regional Gallery & Maragret Olley Art Centre, exhibition spaces, bathrooms, foyer, library and other public spaces.	Education Officers have fine arts/visual arts degrees and/or Bachelor of Teaching qualifications, child protection screening clearance. Gallery volunteer guides working with School Students have current Working with Children Checks	Interference from members of the public. Student bags knocking into artworks or visitors Food and water bottles being brought into the Gallery	Teachers are to supervise students in all locations in the Gallery including bathrooms. Ideally, leave bags on bus. Alternatively, place bags in one location, designated by Gallery staff, eliminating potential hazard to visitors or artworks Students are to leave water bottles in the school bus or in school bags. Water is available from a drinking fountain near the Gallery bathrooms.
Francis Mills Education Workshop			Please see specific Risk assessment for Francis Mills Education Workshop.