



Geelong Gallery risk assessment— schools and groups

1. Overview

Geelong Gallery is committed to providing and maintaining a safe, healthy, fun and educational environment for all visitors. Geelong Gallery has a statutory responsibility under the Work Health and Safety Act 2004, the Occupational Health and Safety Regulations 2017 (OHS Regulations) and in line with the Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015, to ensure the risk of accident, injury or disease is minimised for all persons. Duty of care has dual implications for both Geelong Gallery and visiting supervisors of groups.

The managing authority of many groups and organisations now requires a risk assessment and risk analysis to be completed for any activities that are conducted outside the normal school, club or group meeting environment. This handout has been prepared to provide some further and essential information to aid visiting group supervisors in the risk assessment responsibility and other planning for visiting Geelong Gallery.

It is the responsibility of those who bring visiting schools and groups to Geelong Gallery to have the utmost concern for the health and safety of all those under their custodial care.

School personnel should first address the process of risk assessment and analysis in areas appropriate to visiting the Gallery.

Geelong Gallery suggests supervisors read the relevant sections of Health and Safety requirements on the Victorian Education and training website education.vic.gov.au/school/students/beyond/Pages/healthandsafetylaws.aspx

2. The risk management process

The workplace health and safety risk management process involves the following steps:

1. Identify the potential hazards
2. Assess the risk
3. Decide on the control measures
4. Implement the control measures
5. Monitor and review

The following guidelines are provided to assist supervisors and leaders to facilitate a safe and enjoyable visit to Geelong Gallery.



3. Supervisory role

All supervisors / leaders or carers must:

- Be aware of the implications of behaving in an unsafe manner
- Have knowledge of hazards likely to be encountered
- Know what action to take in an emergency
- Display the attitudes and behaviours they wish to encourage

School staff/leaders/carers of other groups are responsible for the supervision, welfare and behaviour of students/members of their groups at all times. Adult leaders should be aware of specific medical or behavioural conditions affecting group members.

It is the school's responsibility to inform Geelong Gallery if there are any special needs or apparent risks associated with individual students or school group visitation. Geelong Gallery require all school groups to fill in a Pre-Visit form at the time of booking to ensure clear communication.

Teachers/leaders/carers in charge must ensure that other members of the staff or supervising adults are fully briefed.

If staff/leaders/carers and students/members are divided into smaller groups to explore different sections of the Gallery, adult supervisors should set up regular whole group gatherings.

All adult supervising leaders should carry a list of the students/members in their group, and a comprehensive list of all staff/leaders/carers and students/members present at the gallery from their school/group.

4. Student Behaviour

Teachers are expected to maintain direct supervision of students at all times with adherence to teacher/student ratios.

The following guidelines are provided:

- Students must stay with their teacher/supervisor at all times
- Respect others in the Gallery and keep noise to a minimum
- Do not touch artworks or lean on walls
- Eating, drinking and running are not allowed in the Gallery spaces
- Pencils (no pens) and A3 (maximum) size pads only in gallery spaces. Please note some exhibitions may have special restrictions on pencils and may not permit writing or sketching.
- All large backpacks and bags need to be cloaked

5. Reducing the risks

On any activity, the risks can be reduced by:

- Understanding—what can be what could be, or what a risk is.
- Preparation—by carefully considering group size, experience, supervisor/group number ratios, emergency procedures.
- Organisation—being organised with plenty of advance notice and gained permission, a suitable program and anything else that is required.
- Safe supervision—depending on age and experience, but vigilant and continuous so that unauthorised or inappropriate behaviour does not lead to accident or injury.



6. First-aid and medical facilities

Visiting groups should carry an appropriately stocked first-aid kit, and accompanying supervisors should have first-aid qualifications. We seek your cooperation in informing us of any first-aid/medical situations that may arise during your visit.

Adequate first-aid facilities are provided at the Gallery. The Gallery has a number of trained first-aid officer's onsite. Staff and volunteers at the Geelong Gallery can be relied upon to render appropriate assistance.

First-aid and medical facilities:

The University Hospital Geelong
Bellarine Street (main entrance)
Ryrie Street (emergency entrance)
Geelong, Victoria
Phone 03 4215000

Parent/caregiver permission forms should contain medical information with accompanying procedures and permission to access ambulance and medical services.

7. Exhibits and floor area

All the displays, exhibits and floor areas at the Gallery are continually monitored for possible health and safety issues. Daily inspection of all displays and exhibits by trained staff and volunteers ensures that they are safe and that interactives are operational, safe to use, and there to provide exciting, fun and educational experiences. Naturally, during the course of daily participation and use, some exhibits may require some additional servicing. The Gallery has processes in place that deal with these types of situations in a timely and efficient manner. Should you experience any concern with a display or exhibit, please inform the Visitor Services Officers, volunteers, other floor staff or front desk/reception.

Please note running between or around exhibits and displays can cause injury.

8. Fire safety

The Gallery has comprehensive emergency equipment and emergency evacuation plans. In the event of a fire you will be instructed as to what to do.

Other equipment is provided for the use of trained Gallery staff to assist the professional emergency personnel.

Your first visit to the Geelong Gallery with a group should entail the noting of various fire-fighting equipment and emergency exits. In case of an emergency such as an outbreak of fire, the smooth operation of Emergency Procedures can be achieved only if everyone (staff, volunteers and visitors) cooperate fully with directions given by Gallery staff.

9. Emergency evacuation

On occasions, emergency evacuation drills are conducted to test personnel preparedness and system functions. Should your visit coincide with an emergency drill and evacuation, we seek your support in providing leadership to the group for whom you are responsible by following procedures and directions given by the Visitor Services Officers and other floor staff.

Naturally, any inconvenience is regretted. All building occupants should note the meaning of the alarm tone. An Evacuation Alarm (Whoop, whoop, whoop) notifies all occupants of an emergency evacuation. The evacuation alarm follows an alert alarm tone.

The Lift must not be used in a fire emergency. We appreciate your understanding and cooperation in these matters.



10. Pre-visit

Prior to your visit to Geelong Gallery we recommend that teachers

- Arrange transport, arrangements for bus parking can be made with your Gallery booking—a bus zone is located out the front of Geelong Library & Heritage Centre.
- Consider refreshment breaks, stops and locations—Johnstone Park provides area for breaks
- If possible, do a preparations visit, prior to your group's visit to the Geelong Gallery to view the exhibition or collection display and familiarise yourself with emergency exits and gauge potential risk
- Plan for educators and supervisors to accompany the group at all times during their visit, we recommend a minimum supervisor ratio of 1 adult to 15 students

Ahead of your visit to the Gallery, we ask teachers and/or carers to brief students about appropriate behaviour within the Gallery building so as to manage any potential risk.

This briefing should introduce students to the exhibition or display the visit is focused on and note the following guidelines that mitigate risk and assist in the preservation of the Gallery's collection

- Leave bags, backpacks, drinks and food in the bus
- Take care in the bus park, students should remain on the path, away from the road
- Take care when entering and exiting the building
- Listen to instructions
- Be mindful of other visitors in the Gallery
- Works of art cannot be touched
- Food and drink are not permitted within the Gallery
- To use pencils are to be used in the Gallery

11. Cloaking

If bags, backpacks, umbrellas, raincoats, drinks and food cannot be stored on the bus during your visit, these can be cloaked with the Visitor Services team on arrival.

This free service is located close to the Visitor Services Desk, in the Gallery Foyer.

Key contacts

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Visitor Services Team
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