

Auckland Art Gallery Risk and Management safety checklist for school visits



This checklist identifies hazards and provides safety guidelines for schools taking part in Auckland Art Gallery Education programmes. The following is a general guide only and we strongly suggest a familiarisation visit - Education staff are happy to meet with you at this time. Our Risk and Management safety checklist is available on our website. <http://www.aucklandartgallery.govt.nz>

Supervision of children

Please carry lists of students and adult helpers at all times. Ensure that supervising adults be fully briefed as to their responsibilities. We require the following ratios of adult and students:

years 1 - 4	1:6
years 5 - 6	1:7
years 7 - 10	1:10
years 9 -13	1:30

We manage risk by working in small well-supervised groups with Gallery interpreters. Students must remain in groups with their accompanying adults at all times.

Emergency procedures and first aid

hazards fire, earthquake, bomb alert.
controls Emergency evacuation - this is signalled by an unmistakable warning sound. Gallery Guides [red vests] are will provide directions and assistance during evacuations. Identify those who need special assistance and inform our Gallery Guide. Calm your students - walk don't run. Once outside The Main Gallery assemble on the upper gallery forecourt. NEW Gallery staff will direct you and your group where to assemble. Check your roll and report anyone unaccounted for to Gallery fire wardens.

hazards Accidents and illness.
controls Trained first aid staff are available – all accidents and incidents should be reported. Any risks in studio-based sessions are minimised by the programme's design and supervision.

External environment

Our 'pre visit' pack provides an environs map of Auckland Art Gallery and Auckland Central Library, which highlights safe walking routes.

Gallery Educators will give instructions for safe movement and assembly.

Vigilant supervision by accompanying adults when moving students between both of our Gallery buildings as well as the Library is required. We suggest that students are in constant sight of their supervising adults if using Albert Park.

hazards Pedestrians amidst vehicle traffic flow in a busy area of the city.
controls Bus stops and assembly points are marked on our map and all crossings are controlled by traffic lights.

hazards Student groups gather on our Main Gallery forecourt: this shared space has constant vehicle activity. wet weather as well as our forecourt fountain could result in a slippery surface.
controls Our 'pre visit' pack includes a photograph with instructions for group assembly that minimises risk. Please ensure that supervisors are familiar with where to gather and are in constant charge of their students while in this space. Assembling in the designated space reduces the risk of the students slipping over on a wet surface. We can provide indoor space for lunches on wet days.

Internal Art Gallery environment

hazards Security of bags and clothing
controls We provide secure storage cages for bags and recommend that all lunch boxes are together in a single large container for ease of access.

hazards stairs and lifts
controls Students' accompanying adults and Gallery educators must carefully supervise students. All Gallery building floors and toilets are accessible by lifts and ramps. Lifts are only to be used by students with limited mobility.

hazards Special needs students requirements
controls Please call in advance to arrange ease of access with forecourt parking for 'drop off' and 'pick up'.

We provide an Education information pack which is posted to your teachers and supervising adults before their visit. It includes our Explorer video/dvd, which explains reasons why we encourage particular student behaviour in an art gallery.