



# RISK ASSESSMENT GUIDE

---

## INTRODUCTION

The information provided in this document is aimed to assist you with planning your group's upcoming visit to the Queensland Art Gallery | Gallery of Modern Art (QAGOMA).

It is the responsibility of those bringing visiting groups to QAGOMA to be aware of the health and safety of all those in their care. Supervisors and leaders are responsible for displaying and maintaining safe and appropriate behaviour for their group.

## SUPERVISION

Teachers and accompanying supervisors are required to supervise their students throughout the entire visit. The responsibility to maintain control of the group so as to ensure student safety rests with the supervising teacher in charge.

Teachers in charge/group leaders are responsible for ensuring that other staff or supervising adults are fully briefed on Gallery protocol prior to arrival.

Adult group leaders should be aware of specific behavioural or medical conditions affecting individual group members.

As would be expected, care should be taken when using the stairs and escalators throughout the Gallery. Please ensure that group members walk at all times whilst visiting the Gallery. This will reduce the chance of injury and also reduces the likelihood of damage to art works.

Appropriate numbers of supervisors should accompany each group and supervisors should remain with the group at all times.

The minimum required adult to student ratio is as follows:

Kindergarten and Prep	1:3
Primary school	1:5
Middle school	1:10
Senior school	1:15

## FIRST AID

The Gallery has a number of first aid trained staff who are available at all times to treat visitors, staff and contractors at the Gallery. There is a stocked first aid treatment room located in both QAG and GOMA.

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, QAGOMA utilises the Queensland Ambulance Service.

## FIRE SAFETY AND EMERGENCY EVACUATION

Fully trained Emergency Wardens and Assistant Wardens have the responsibility to direct visitors and staff in emergency situations at the Gallery.

Clearly marked emergency exit signs are located throughout the galleries.

Emergency alert tone and evacuation alarm systems are in place at both QAG and GOMA.

Visitors and staff are to 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 group leader/supervisor would be directed by the Emergency Warden or Assistant Warden stationed in your vicinity. The group leader/supervisor 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.

## GENERAL

Public telephones are located on Stanley Place.

Food and drink cannot be consumed inside the galleries. There are limited external wet weather/protected areas for school groups to eat their lunches. The most protected areas are located adjacent to GOMA's main entrance. We recommend hats, sunscreen and appropriate sun protection if schools plan to bring lunch on the day of their visit.

The Gallery is wheelchair accessible and toilet facilities, including disabled toilets, are located inside.

Temperature and humidity levels within the Gallery are maintained at a controlled setting. Suitable clothing and footwear should be worn during your visit.

The Queensland Art Gallery | Gallery of Modern Art has public liability insurance.

**If further information is required please contact the QAGOMA Education Bookings Office on (07) 3840 7255 or email [educationbookings@qagoma.qld.gov.au](mailto:educationbookings@qagoma.qld.gov.au)**

We look forward to welcoming you and we hope that you enjoy your visit.