

RISK ASSESSMENT GUIDE

GROUP VISITS

INTRODUCTION

The information provided in this document is aimed to assist you with planning your 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, including a defibrillator, 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

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.

QAGOMA has public liability insurance.

COVID-SAFE PLAN

QAGOMA has introduced a range of COVID-19 specific safety measures to safeguard the health, safety and well-being of all individuals visiting or working at the Gallery. Please see the Plan Your Visit page on our website to read more.

Do not enter the Gallery if you have been diagnosed with COVID-19; or if you are displaying COVID-19 or cold/flu symptoms including, fever, coughing, sore throat, fatigue, or shortness of breath.

Groups must adhere to social distancing requirements and remain apart from other Gallery visitors at all times. Where possible, we request groups avoid bringing bags and other items that require additional handling by Gallery staff.

RISK ASSESSMENT GUIDE

LEARNING PROGRAMS

QAGOMA aims to ensure a safe and protected environment for attendees by ensuring staff and supervisors facilitating the Learning program hold a current blue card or current exemption card (where applicable).

Gallery representatives, including nominated adult supervisors, will be available to manage and support the attendees from program arrival to program departure.

The Gallery partners with reputable organisations to ensure participant safety in activities such as transport, tours and accommodation. Locations and accommodation facilities are assessed for potential safety and security risks.

Attendees must always maintain high behavioural standards during the organised program, activities and free time periods.

Attendees are required to provide details of any pre-existing health issues or dietary requirements (eg. potential allergic reactions) as part of the participant consent form.

Venue-specific risks and emergency procedures have been assessed and control measures implemented. This includes adequate first aid resourcing and emergency communication planning for all program locations.

If further information is required please contact the QAGOMA Group Bookings Office.

T: (07) 3840 7255

E: groupbookings@qagoma.qld.au

W: qagoma.qld.gov.au/groupbookings