

## GALLERY VENUE AND SAFETY REPORT

<b>Venue</b>	Goulburn Regional Art Gallery, Goulburn Mulwaree Council
<b>Physical Address</b>	184 Bourke Street Goulburn
<b>Postal Address</b>	Locked Bag 22, Goulburn NSW 2580
<b>Phone Number</b>	4823 4494 (office) 4823 4442 (Education officer)
<b>Email Address</b>	artgallery@goulburn.nsw.gov.au
<b>Website</b>	www.grag.com.au
<b>Insurance</b>	Yes- \$20mil Public Liability Insurance
<b>Safety Policy</b>	Goulburn Mulwaree Council has a Work Health & Safety Policy recognising its responsibility and obligations, as outlined in the "Work Health and Safety Act 2011 (Cth)", to create and maintain a safe and healthy environment for all workers and other persons on site. This can be accessed on the Council website <a href="http://www.goulburn.nsw.gov.au">www.goulburn.nsw.gov.au</a>
<b>Emergency Procedure</b>	Goulburn Mulwaree Council has a written Procedure and all staff are trained in what to do in an emergency. Emergency alert and evacuation tones systems are in place across Council. In case of an emergency fire Wardens will advise and direct all visitors on appropriate action. The nearest external exit from the main Gallery is the automatic doors leading to the ramp access on Church St. The evacuation meeting point is the grass area of St Saviours Cathedral. The Gallery currently has two Fire Wardens: Janenne Gittoes, Gallery Officer and Sally O'Neill, Education Officer. Please ensure you have a class roll with you at all times.
<b>Access</b>	The Gallery is wheelchair accessible by way of the ramp access from Church St. A disabled toilet is located in the Gallery with public toilets downstairs in the council foyer. The Gallery is able to cater for hearing or sight impaired visitors with notice.
<b>Incident Reporting and First Aid</b>	Council is committed to maintaining a safe environment. We have formalised incident reporting processes and encourage incident reporting in order to identify and address hazards. If a student/teacher experiences a 'near miss' or an injury we ask that the teacher in charge report this to either the Gallery or Council as soon as possible. The current first aid officer for the Gallery is Janenne Gittoes, Gallery Officer. A First aid kit is located in the Gallery kitchen. Please bring any medications that may be required (epipens, ventolin, insulin etc)
<b>Supervision</b>	Tour groups are briefed on proper Gallery etiquette prior to a talk. Gallery etiquette is explained in three 'rules': Gallery hands (please don't touch- unless otherwise instructed), Gallery feet (please walk) and Gallery voices (please raise your hand to answer or ask a question-our ceilings are very high so noise echoes). There are a number of cameras in operation throughout the Gallery. These are monitored by Gallery and Information & Technology staff
<b>Child-Related Services</b>	Gallery staff who work directly with children have current Working with Children checks. Teachers are responsible for full supervision of their students whilst on excursion at the Memorial at all times. Upon booking, schools are advised that the maximum class size is 30 students. All employees at Council undergo a police character and criminal record check as part of recruitment processes.

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<b>About the Building</b>	The Gallery has two entries: ramp access with two automatic doors from Church Street and stair access from the Council chambers via Bourke St. The Gallery is part of the Civic Centre which also houses Goulburn Mulwaree Council and the Goulburn Mulwaree Library.
<b>About our Programs</b>	<p>The Gallery has a number of programs available to visiting groups. Details are an outline only and may be altered depending on our class needs:</p> <ul style="list-style-type: none"> <li>• Preschool tour and talk- approximately 45mins, free. Includes a short talk in the Gallery on 4-5 focus works, groupie including a story and songs based on core concepts explored in the Gallery (relating to EYLF outcomes), a small paper based art activities and other games in the Children’s Room.</li> <li>• Primary tour and talk- 1 hour, free. Includes a Gallery talk and discussion on exhibition and 5-6 focus works and a paper based art activity in the children’s room</li> <li>• High school tour and talk- 1- 1.5 hours, free. Includes a Gallery talk and discussion on the exhibition relating the works to the Conceptual framework and 4 frames followed by a short theoretical exercise.</li> <li>• OSHC and holiday group tour and workshop- 1-1.5 hours, small fee per student. Includes a short tour and talk in the Gallery on 4-5 focus works followed by a practical activity in the Gallery workshop.</li> <li>• TAFE and tertiary learning groups- 1hour, free. Includes a Gallery talk and discussion on the exhibition relating the works to the subject requirements followed by a short theoretical exercise.</li> <li>• Disabled and special needs groups- 1 hour, cost depending. Tour, talk, activity or workshop depending on your student needs.</li> <li>• Self-guided tours- program designed by visiting groups, free. Please contact the Gallery to book larger classes to avoid a clash with other visiting groups.</li> <li>• Outreach programs- 1 hour, cost depending. Includes a talk or practical activity in your classroom with the Gallery Education Officer</li> <li>• Artist workshops and public programs- various times and program outlines, cost various.</li> <li>• Art trails are designed for children and other visitors to complement the exhibition viewing experience. Art trails encourage discussion, conceptual thinking and creativity. Art trails are either found within the Gallery space as wall labels or as a paper based activity in the Children’s Room</li> </ul>
<b>Cater your visit</b>	<p>The Gallery endeavours to provide an age appropriate, educational, meaningful and enjoyable experience to each and every visiting group. To ensure you get the most out of your visit, please provide the following information to the Gallery:</p> <ul style="list-style-type: none"> <li>• Class name and stage</li> <li>• Class subject or topic</li> <li>• Class size and number of accompanying teachers/volunteers</li> <li>• Any special needs or additional requirements of students</li> <li>• Any prior learning or interests of the class which may relate to the exhibition or talk (i.e. you have been studying; symbols in art OR the process of printing OR an important concept explored in the exhibition such as sustainability)</li> </ul>
<b>Other Requirements</b>	<p>Students and staff are advised to wear flat, no slip footwear to enable ease of movement across all Gallery floor surfaces including stairs and steps.</p> <p>Backpacks are not permitted in the Gallery. Please leave these at school where possible or notify the Gallery so that adequate space can be made for the storage of bags whilst you are visiting.</p>

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	Appropriate clothing should be worn for outdoor activities including jumpers and coats for winter and sun protection during summer months.
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## RISK ASSESSMENT

<b>Activity/Task:</b> Goulburn Regional Art Gallery visit and exhibition tour			
<b>Location:</b> Goulburn Regional Art Gallery		<b>Dept.:</b> Art Gallery	
<b>Assessed By:</b> Sally O'Neill	<b>Date:</b> 1.03.18	<b>Approved By:</b>	<b>Date:</b>

Name	Signature	Name	Signature

CONSEQUENCE What damage could it cause?	LIKELIHOOD How likely is it to be serious?			
	NOTE: If a hazard is rated 1 or 2 take action immediately			
	Very Likely could happen anytime	Likely could happen sometimes	Unlikely could happen, but only rarely	Very unlikely could happen, but probably won't
<b>Catastrophic</b> Death or permanent disability	1	1	2	3
<b>Major</b> Long Term Illness or serious injury	1	2	3	4
<b>Medium</b> First aid, medical attention and several days off work	2	3	4	5
<b>Minor</b> First aid or no treatment needed. No time off work	3	4	5	6

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Hazard Identification			Control		Risk Assessment
What are the steps of the activity / items of equipment	What are the potential hazards	Risk Level	What methods will be used to reduce the likelihood and/or the consequence of an illness or injury from those hazards	What hazard remains	What is the risk level remaining after controls
Arriving at the Gallery	Cars- accidents	<b>5</b>	Participants are to find their own car parks and make their way to the Gallery. Access via Church St is recommended for groups arriving by bus or car	None or very little	<b>6</b>
	Stair access- trips and falls	<b>4</b>	School groups are requested to use the ramp access via Church St where possible. A Gallery staff member can be made available	Very little	<b>5</b>
	Shared Pedestrian and Delivery/Authorised vehicles or public vehicles using Caroline Chisholm Court.	<b>4</b>	WHS sign clearly indicating shared space. Limit time spent at the entrance to the Court. Supervision of children at all times	Very little	<b>5</b>
Gallery based practical activity	Slips/falls on mats or furniture	<b>4</b>	Mats to be placed out shortly before a visiting group and to be packed away straight after. Students are requested to walk in all areas of the Gallery. Visiting groups are encouraged to tidy the mats before departing	Very little	<b>5</b>
	Fall on art equipment and mess left on mats	<b>5</b>	School groups are encouraged to finish a little early to tidy mats before departing. Boards, paper, pencils and other equipment to be packed onto drawing bench off the mats.	Very little	<b>6</b>
	Use of scissors, glue, paper and other art materials- ingestion/poisoning, cuts etc	<b>5</b>	Art materials to be selected for age appropriate use. School groups to be properly supervised at all times by teachers and Gallery staff member. Proper use to be demonstrated.	None to very little	<b>6</b>
	Use of paints, water- spills		Wet materials are not to be used in the Gallery		

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	and slips, damage to walls, floors and artworks	5	School groups are to be supervised at all times	none	6
Gallery exhibition area	Artworks falling from walls or off plinths- injury	5	Artworks installed correctly with suitable hooks or other devices. Plinths correct sizes for artworks and works secured to plinths where necessary. Proper Gallery etiquette explained and modelled by Gallery supervisor. Backpacks are to be left at school, on the bus or in a location identified by a Gallery staff member.	None or very little	6
	Slips, trips & falls	5	Suitable footwear to be worn by participants, guided tour with gallery staff/teachers, students informed not to touch artworks, plinths, pedestals. All spills and mess to be cleaned as soon as possible	None or very little	6
	Use of stools- falls, bruises/injuries, damage to artworks	4	Gallery staff member to demonstrate proper use of Gallery stools including how to sit on them, fold them up and carry them. Limit walking time in Gallery. Controlled packing and unpacking of stools directed by Gallery staff member and teachers. Students to sit on the floor and stools not to be used when Gallery space is very full- decision of Gallery staff	None to very little	6

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Workshop setup	Slips, trips & falls	5	Suitable footwear, gallery staff/teachers to inform students of any hazards and areas to avoid. Keep floors clear and shelves tidy.	None or very little	6
	Furniture-trips	5	Workshop furniture is to be setup allowing space for a walkway. Unused furniture is to be stored away from traffic areas.	None or very little	6
	Storage of artwork crates and packaging- falls, trips and other injuries	4	Any crates/packaging to be stored in workshop space is to be packed neatly and safely by gallery staff/install team allowing for walkway and emergency access.	very little	5
	Rubbish/paint on floor- slips and trips	5	Workshop floor to be swept and mopped at least weekly by cleaners or Gallery staff. Rubbish to be picked up every day. Spills to be cleaned as soon as possible	None or very little	6
	Storage of tools and Gallery equipment- cuts, bruises and other injuries	4	Gallery staff and other trained persons are only allowed to use hazardous equipment. Risk assessments are to be completed for workshops conducted by visiting artists. Proper use to be demonstrated	Very little	5
Workshops	Use of tools: cuts, abrasions, bruises, burns	4	Clear direction on how to safely use tools to be given and a teacher/gallery staff member to be present at all times. Keep a first aid kit close by and inform teachers of its whereabouts. All hazardous tools are to be used by workshop tutor only. These include pliers, hot glue guns, sharp scissors, sewing machines, knives etc. Risk assessments are to be completed for workshops run by visiting artists or that use hazardous tools	None or very little	5

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	Allergies from using paints and other art making materials	4	Be aware of any special circumstances, provide gloves and face masks for those who wish to wear them. Keep a first aid kit close by and inform teachers of its whereabouts.	None or very little	5
	Ingestion of paints or other chemicals-poisoning	4	Non-toxic paints to be used for children's workshops. Hazardous paints and chemicals to be stored in locked cupboards in storage area out of bounds for all children and Gallery visitors. A current MSDS to be kept onsite for all chemicals. Proper demonstration to be given on proper use of hazardous chemicals (such as those used in oil painting, printing and spray painting)	Very little	5
	Swing on chair-slips and falls	4	Participants are reminded not to swing on the chair as they are likely to slip on the shiny floors. First aid kit to be kept onsite when required. Supervision of children at all times by tutor and teachers	Very little	5
	Use of glass jars-falling and breaking-cuts	5	Workshop participants asked to use plastic containers where possible. Use of tables for painting. Broom and dust pan to be kept nearby for a quick clean up. Proper disposal of glass shards (wrapped in something ie newspaper before put in bin)	None to very little	6
Use of Bathroom	Ingestion of cleaning and other chemicals stored in accessible bathroom (located in Gallery)- poisoning	4	All hazardous chemicals are to be locked in the cleaner's cupboard in the accessible bathroom when not in use. An up to date MSDS is to be kept onsite in case of ingestion. All children are to ask/let a staff member know before heading to the bathroom. School groups are requested to use the public toilets located in the council chambers	Very little	5



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Use of Kitchen	Boiling water-burns, spills/slips	<b>4</b>	Staff to accompany visitors to the kitchen where possible. The kitchen is out-of-bounds for children.	None or Very little	<b>6</b>
All areas of Gallery	Fire or other emergency	<b>5</b>	Staff member to inform students & teachers of emergency exits and procedures. Class rolls should be in possession of visiting teachers	None or very little	<b>6</b>

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### What is a hazard?

<p><b>A Could people be injured or made sick by things such as:</b></p> <ul style="list-style-type: none"> <li>• Noise</li> <li>• Light/UV</li> <li>• Radiation</li> <li>• Toxicity</li> <li>• Infection</li> <li>• High or low temperatures</li> <li>• Electricity</li> <li>• Moving or falling things (or people)</li> <li>• Flammable or explosive materials</li> <li>• Things under tension or pressure (compressed gas or liquid; springs)</li> <li>• Any other energy sources or stresses</li> <li>• Biohazardous material</li> <li>• Laser</li> </ul>	<p><b>B What could go wrong?</b></p> <ul style="list-style-type: none"> <li>• What if equipment is misused?</li> <li>• What might people do that they shouldn't?</li> <li>• How could someone be killed?</li> <li>• How could people be injured?</li> <li>• What may make people ill?</li> <li>• Are there any special emergency procedures required?</li> <li>• Are people near machinery being used or moved on the site?</li> <li>• Collapse of excavation?</li> <li>• Collapse of building or structure?</li> <li>• Uneven surfaces, Slips, Trips or Falls?</li> <li>• Is Manual Handling required?</li> </ul>
<p><b>C Can workplace practices cause injury or sickness?</b></p> <ul style="list-style-type: none"> <li>• Are there heavy or awkward lifting jobs?</li> <li>• Can people work in a comfortable posture?</li> <li>• If the work is repetitive, can people take breaks?</li> <li>• Are people properly trained?</li> <li>• Do people follow correct work practices?</li> <li>• Are there adequate facilities for the work being performed?</li> <li>• Are universal safety precautions for biohazards followed?</li> <li>• Is there poor housekeeping? Look out for clutter</li> <li>• Torn or slippery flooring</li> <li>• Sharp objects sticking out</li> <li>• Obstacles</li> </ul>	<p><b>D How might these injuries happen to people?</b></p> <ul style="list-style-type: none"> <li>• Broken bones</li> <li>• Eye damage</li> <li>• Hearing problems</li> <li>• Strains or sprains</li> <li>• Cuts or abrasions</li> <li>• Bruises</li> <li>• Burns</li> <li>• Lung problems including inhalation injury/ infection</li> <li>• Skin contact</li> <li>• Poisoning</li> <li>• Needle-stick injury</li> </ul>
<p><b>E Imagine that a child was to enter your work area</b></p> <ul style="list-style-type: none"> <li>• What would you warn them to be extra careful of?</li> <li>• What would do to reduce the harm to them?</li> </ul>	<p><b>F What are the special hazards?</b></p> <ul style="list-style-type: none"> <li>• What occurs only occasionally-for example during maintenance and other irregular work?</li> </ul>

### How to Assess the Risk Level

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Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk					
What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable consequence.		What is the likelihood of the consequence identified in step 1 happening? Consider this with the current controls in place. Look at the descriptions and choose the most suitable Likelihood.		A. Take Step 1 rating and select the correct row. B. Take Step 2 Rating and select the correct column. C. The calculated risk score is where the two ratings cross					
CONSEQUENCE 		LIKELIHOOD 							
Consequence	Personal Damage	Likelihood	Description	CONSEQUENCE	LIKELIHOOD Very Likely    Likely    Unlikely    Very unlikely				
Catastrophic	Extensive injury or death	Very Unlikely	The event may occur, but probably never will.	CONSEQUENCE	Catastrophic	1	1	2	3
Major	Medical treatment Long Term Illness or serious injury	Unlikely	The event could occur, but only rarely	CONSEQUENCE	Major	1	2	3	4
Medium	First aid. medical attention and several days off work	Likely	The event could occur at some time	CONSEQUENCE	Medium	2	3	4	5
Minor	First aid or no treatment needed. No time off work	Very Likely	The event is expected to occur in most circumstances	CONSEQUENCE	Minor	3	4	5	6

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### Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high -1 or 2”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, e.g. taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, e.g. using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. <b>NOTE: This is a last resort control and should be for interim periods only, while higher level control is developed or implemented.</b>

RISK LEVEL 1, 2 OR 3 CREATE SAFE WORK METHOD STATEMENT YES  NO

RISK LEVEL 4 ,5 OR 6 CREATE SAFE WORK PROCEDURE YES  NO

Actioned By:

Date:

OHS Committee: Noted: Yes

Date

Chairperson

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