



QUT Galleries and Museums Education

Risk Assessment Guide

Introduction

The information provided in this Risk Assessment Guide is to support you with planning your group's upcoming visit to QUT Galleries and Museums.

Teachers should make themselves aware of the hazards associated with traffic, crossing roads and alighting from or boarding transport when visiting. Please be mindful of exposure to weather conditions if spending time outdoors at QUT Gardens Point, ensuring sun safe measures and active supervision of students at all times.

It is the responsibility of those bringing the group to be aware of any medical or behaviour issues of those in their care, and maintenance of safe and appropriate behaviour for their group during their visit to QUT Galleries and Museums.

Your safety is important to us. As part of QUT's commitment to our community's health and safety we are monitoring the COVID-19 situation closely and following all the relevant advice from government agencies and global organisations.

Accessibility and Supervision

Teachers and accompanying adults are responsible for ongoing supervision of students at all times.

Students are expected to have a responsible attitude and to show respect for the buildings, their contents, the artwork, our staff and other visitors. Please ensure care is taken when moving around the galleries and museums. Do not touch artworks. Keep movement to a walking pace. Please leave all food and drink in the cloakroom, and if sketching please only use pencil. Photography is allowed, without the use of flash, tripods and selfie sticks, except for some special exhibitions as signed. Please share your experience at QUT Galleries and Museums on our social media platforms.

Appropriate numbers of supervisors should accompany each group and always ensure active supervision of students.

The minimum required adult to student ratio is as follows:

Pre-prep and Prep 1:8

Primary School 1:12

Secondary School 1:15

All public access areas of QUT Galleries and Museums are wheelchair accessible. Wheelchairs are also available on request. Accessible toilets are located at Old Government House and at QUT Art Museum.

Find out more about Accessibility here: <https://www.artmuseum.qut.edu.au/your-visit/getting-here>

and here: <https://www.wrgallery.qut.edu.au/your-visit>

First Aid

QUT Galleries and Museums has trained First Aid staff who are always available to treat visitors and staff as required. First aid kits are located at Old Government House foyer reception and at the Art Museum front desk.

Please inform staff should a first aid situation arise during your visit. In the unlikely event of an emergency or severe medical issue QUT Galleries and Museums will contact the Queensland Ambulance Service for assessment and patient transfer where appropriate.

Fire Safety and Emergency Evacuation

In the case of an emergency a QUT Galleries and Museums staff member will advise and direct all visitors on appropriate action. Emergency alert and evacuation tones systems are in place at QUT. The QUT Galleries and Museums staff member will provide direction to the supervisor in charge of the group and this person is responsible for ensuring compliance with the directions by all students. Lifts should not be used in a fire emergency.

For further information please contact or call (07) 3138 5370.

We look forward to welcoming you to QUT Galleries and Museums and hope you enjoy your visit with us.

RISK ASSESSMENT

Venue and Safety Information				
Venue		QUT Galleries & Museums, 2 George Street, Brisbane, QLD, 4000		
Contact		E: artmuseum@qut.edu.au P: 07 3138 5370 W: https://www.artmuseum.qut.edu.au https://www.wrgallery.qut.edu.au https://www.ogh.qut.edu.au		
Insurance		Does the venue have public liability insurance cover? YES		
Activity / Program	Group details	Staff	Potential Risks	Control Strategies
Self-guided Visits	Pre-Prep-12 students	School staff QUT Visitor Services Assistants (VSAs)	Safety Briefing	Schools to cloak belongings in the corridor adjacent to the QUT Art Museum front desk and outside the Old Government House lower ground floor reception in the portico. QUT VSA staff provides a welcome and safety, visitor guidelines briefing before each group enter galleries and museums. QUT Galleries and Museums Risk Assessment Guide provided pre-visit and read by supervising staff.
		School staff QUT Visitor Services Assistants (VSAs)	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> at least one teacher/adult for every 8 students in Pre-Prep and Prep at least one teacher/adult for every 12 students in Years 1 - 6 at least one teacher/adult for every 15 students in Years 7 -12 Supervising teachers move at the rear of group. William Robinson

				Gallery VSA moving throughout the gallery spaces. QUT Art Museum and Old Government house Front of House staff (VSAs) available for contact.
		School staff QUT Visitor Services Assistants (VSAs) QUT Front of House staff	Damage to artworks	<p>The following appropriate level of supervision:</p> <ul style="list-style-type: none"> • at least one teacher/adult for every 8 students in Pre-Prep and Prep • at least one teacher/adult for every 12 students in Years 1 - 6 • at least one teacher/adult for every 15 students in Years 7 -12 <p>Supervising teachers move at the rear of group. William Robinson Gallery VSA moving throughout the gallery spaces. QUT Art Museum and Old Government house Front of House staff (VSAs) monitoring security cameras and footage.</p>
		QUT Staff	First Aid	<p>First Aid Officers include QUT's Galleries & Museums Engagement Officer.</p> <p>First aid kits are located at Old Government House foyer reception and at the Art Museum front desk.</p>
		QUT Visitor Services Assistants (VSAs) QUT Front of House staff	Emergency Evacuation	Schools to follow instructions of QUT Galleries & Museums VSA's and Front of House staff.

Equipment	Scissors, cutting tools, PVA glue, glue guns, iPads, art materials, etc Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? YES
Access	Is access to, and exits from, the premises safe and without risk to health? YES Is the venue wheelchair accessible? YES Are accessible toilets available? YES
Emergencies	Are emergency procedures in place at the venue? YES Are staff trained to deal with emergencies? YES
Construction/Maintenance	Are licensed personnel used for all construction, maintenance, and repair work? YES
First Aid	Are first aid kits available for each activity? YES Is there a trained first aid officer at the venue? YES Is a first aid room available? NO
Child Protection	Do the employees, paid and unpaid of your organisation engaged in child-related employment possess a current Queensland Blue Card – Working with Children Check? YES Does the organisation have a current Working with Children and Child Protection Policy? YES

Please note that the information above was current February 2023. It has been provided to assist in the risk management planning for school group visits at QUT Galleries and Museums.

If further information is required, please contact the venue directly on **(07) 3138 5370**.