

Risk assessment

School tours at the National Gallery of Australia

The Gallery environment: The National Gallery of Australia opened in 1982 and houses Australia's national collection, which comprises original works of art by Australian and international artists. The Gallery is open 10 am – 5 pm every day except Christmas Day. Entry to the national collection, Sculpture Garden and paying exhibitions for booked school groups, and children 16 years and under is free. The building comprises three levels of publicly accessible gallery spaces, a café, members' lounge and two theatres. It has an external Sculpture Garden, which faces Lake Burley Griffin. The Gallery maintains a temperature and humidity controlled environment with consistent lighting and clear signage throughout. Security staff trained in first aid and hazard control are stationed throughout the Gallery. The Gallery has public liability insurance.

Services offered: Tours of the Gallery's permanent collection, exhibitions and Sculpture Garden – self-guided, or with education staff or voluntary guides.

Special clothing or equipment required: No special clothing is required; the Gallery temperature is regulated at +/-21 degrees Celsius, so suitable clothing, including non-slip shoes in case of wet weather, is preferable; stools are available for students to sit on.

Special training required: Nil

RISK ASSESSMENT

Consequence of injury	Likelihood of injury			
	Very likely	Likely	Unlikely	Highly unlikely
Fatality				
Major Injuries				MEDIUM
Minor Injuries			MEDIUM	LOW
Negligible injuries				

Reason for Risk Assessment rating (taking into account existing controls): A visit to the Gallery would indicate a low to medium risk for a school group, with the occurrence of injuries unlikely to highly unlikely, and if an injury were to occur, it would be minor. The NGA has qualified first-aid officers and a first aid room to attend the person injured or ill. In the highly unlikely event of a major injury or illness, the NGA utilises the ACT emergency services and/or ambulance service. The nearest hospital is the Canberra Hospital in Garran, a ten-minute drive from the Gallery. Much of the risk depends on students' behaviour, as the Gallery environment is considered safe and secure.

Recommendations: Prior to the visit teachers/carers brief students about appropriate behaviour (e.g. walking in the Gallery, listening to instructions and not touching the works of art, including those in the Sculpture Garden); take care in bus park; leave bags, backpacks, drinks and food in the bus or cloak them.

Existing risk management procedures: The Gallery has acted to minimise all risks associated with visiting its premises. The Gallery has few obstacles and/or hazards to be negotiated by visitors. The Gallery has twenty qualified first-aid officers (nine of whom are security officers) and a First Aid room. Fire/emergency evacuation procedures are managed by trained staff and tested regularly. In the event of an emergency a siren will be heard. Students, teachers and carers will be required to follow instructions from clearly identifiable fire safety wardens located in Gallery spaces, and to proceed to the evacuation area outside as directed.

Prepared by the Education Section, National Gallery of Australia, May 2005. Enquiries to Manager, Education, National Gallery of Australia 02 6240 6701