



Risk Assessment Form for School Groups



Branch: Western Plains Cultural Centre

Manager: Jamie Angus

Centre Coordinator: Bronwyn Brown

Education Officer:

Division: Community Culture and Places

Telephone: 6801 4444

Western Plains Cultural Centre

76 Wingewarra Street

DUBBO NSW 2830

t. 02 6801 4444 f. 02 6801 4449 w. <http://www.westernplainsculturalcentre.org/> E: regionalexperiences@dubbo.nsw.gov.au

NOTE: The WPCC does not assume duty of care of students during school visits. Duty of care remains with the accompanying teachers in accordance with DET regulations.

Specific Task/Activity	Potential Hazards	Age	Control Measures	Who	When
Transport to venue	Boarding transport vehicle accidents	All	Remind students of rules for safe behaviour. Follow transport safety instructions	Co-ordinating teacher	Prior to visit and during travel
Travel to and from coach / vehicle	Traffic hazards Footpath trip hazard	All	Road safety reminders, teacher supervision. Remind students of rules for safe behaviour. Remain on pedestrian pathways, use pedestrian crossings and obey pedestrian traffic signals	Co-ordinating teacher	Prior to visit and during travel
Entering main foyer area	Walking through entry when glass doors are closed	All	Students to re-group at entrance and wait for the automatic doors to open. Groups attending tours and education programs should assemble in the courtyard between the main building and the WPCC Community Arts Centre (the CAC is to the east of the main building). The courtyard is most conveniently accessed on foot from Wingewarra Street (map attached).	Co-ordinating teacher	Prior to entry and on departure

Risk Assessment Form for School Groups

Specific Task/Activity	Potential Hazards	Age	Control Measures	Who	When
All WPCC visits	<p>Trip hazard (due to objects placed in exhibition spaces and low light conditions)</p> <p>Damage to artworks and artefacts</p>	All	<p>Brief students on appropriate behaviour in the WPCC – no running, unruly behaviour, or touching artworks and artefacts</p> <p>Hot beverages purchased from the café and bottles of water and food may not be taken into the art gallery</p> <p>Non-slip flooring</p> <p>Allow time for vision to adjust to lighting conditions</p> <p>Leave all bulky items including rucksacks and school bags at a place (outside of the art gallery) designated by WPCC staff</p>	<p>Co-ordinating teacher at all times.</p> <p>And WPCC staff if the visit has been pre-booked</p>	On arrival at the WPCC and supervision during visit
All WPCC visits	Students out of sight during use of Toilets	All	Planned toilet breaks, students go to bathroom in pairs/small groups	Co-ordinating teacher	Brief students on arrival at the WPCC and supervise during visit
Visit to studio spaces and meeting rooms in Community Arts Centre	<p>Trip hazard – stairs and lift to studio spaces.</p> <p>*NOTE: This does not refer to activities carried out in the workshops.</p>	All	<p>Brief students on appropriate behaviour in the WPCC – no running, unruly behaviour, or touching artworks and artefacts</p> <p>Non-slip flooring</p> <p>Allow time for vision to adjust to lighting conditions</p>	WPCC staff	<p>Brief students on arrival at the WPCC and supervise during visit</p> <p>During housekeeping talk to ensure safe environment</p>
Access	<ul style="list-style-type: none"> WPCC is accessible by wheelchair Wheelchair accessible toilets 				



Risk Assessment Form for School Groups

<p>WH & S</p>	<ul style="list-style-type: none"> • OH & S policy and procedures in place • Emergency equipment/procedures • Exhibition risk assessments conducted • Regular workplace assessments and site hazard checks • Staff have Senior First Aid Certificate 		
<p>Supervision</p>	<ul style="list-style-type: none"> • Staff / guides available for tours (bookings essential) • Education Officer / Guide available to welcome teachers and students 		<ul style="list-style-type: none"> • Education Officer / Guide briefs groups regarding housekeeping rules including behaviour and safety • Students to be supervised by teachers according to DET regulations
<p>Child Protection</p>	<ul style="list-style-type: none"> • Child protection policies and procedures in place • Child related employment check of applicable staff 		<ul style="list-style-type: none"> • Prohibited employment declaration completed by all staff
<p>Exhibits</p>	<ul style="list-style-type: none"> • Low light conditions at times • Works securely installed • Some objects or works located on floor of exhibition space • Audio-visual works may be present in the projection room (darkened space) 		<ul style="list-style-type: none"> • Appropriate warnings for strobing lights • Exhibition spaces monitored by CCT cameras
<p>Emergency Procedure</p>	<ul style="list-style-type: none"> • Evacuation plan and procedures in place • Fire fighting equipment in place and checked regularly 		<ul style="list-style-type: none"> • Exit lights • Designated Chief, Deputy and Wardens to assist in evacuation
<p>Other Facilities</p>	<ul style="list-style-type: none"> • Café in operation every day • Food and drink are not to be consumed in the exhibition spaces 		<ul style="list-style-type: none"> • Courtyard and nearby park available for students to consume their packed lunch • Information about the Western Plains Cultural Centre www.westernplainsculturalcentre.org

Risk Assessment Form for art programs at the WPCC



Branch: Western Plains Cultural Centre

Centre Coordinator: Bronwyn Brown

Education Officer: Rebecca Walker

Telephone: 6801 4444

Western Plains Cultural Centre
 Dubbo Regional Gallery, Museum & Community Arts Centre
 76 Wingewarra Street
 DUBBO NSW 2830
 t. 02 6801 4444 f. 02 6801 4449 w. www.wpccdubbo.org.au e. regionalexperiences@dubbo.nsw.gov.au

Specific Task/Activity	Potential Hazards	Age	Control Measures	Who	When
Entering, exiting and moving around work area	Trip hazard Collisions with other people and furniture Risk of injury	All	Brief participants on appropriate behaviour – no running or unruly behaviour Place all bags under the tables or in a place designated by workshop facilitator to avoid trip hazards and obstructions to walkways	Workshop facilitator	Brief students on arrival and supervise during visit
Art program	Use of tools or materials that require skills and/or knowledge that the participant does not have	All	Participants will only be given tasks that they can be reasonably expected to perform safely and are appropriate for their age group. Full instructions will be given when the participant is given a task that they are unfamiliar with. All tasks will be supervised at all times. Participants wear closed in shoes. No eating or drinking in the art studio. Participants who do not perform the tasks safely will be given an easier task or asked to stop altogether.	Workshop facilitator	At all times during activity.

Risk Assessment Form for art programs at the WPCC

Using scissors or wire snips	Lacerations to hands and body.	All	<p>Supervise to ensure safe use and remind participants of safe practice as necessary:</p> <p>Safe practice includes:</p> <ul style="list-style-type: none"> cutting in a direction away from body and fingers, hands, arms, and legs only using tools for their intended cutting purpose. walking when carrying tools. passing tools handle first <p>Remove tools from participants who are using them unsafely.</p>	Workshop facilitator	Before activity and during activity as needed.
Paints, glues and inks	<p>Poisoning from ingestion, inhalation and skin contact.</p> <p>Nausea and vomiting</p> <p>Skin irritation and contact dermatitis</p> <p>Damage to eyes.</p>	All	<p>Supervise to ensure safe use and remind participants of safe practice as necessary:</p> <p>Wherever possible use non-toxic paints, glues and inks.</p> <p>Paints, glues and inks will be used in a well-ventilated space.</p> <p>Brief participants on safe use and request that they wear appropriate personal protective equipment eg gloves, eye protection and mask etc</p> <p>Participants will be supervised at all times.</p> <p>Participants will wash hands with soap and water after use.</p>	Workshop facilitator	Before activity and during activity as needed.

Risk Assessment Form for art programs at the WPCC

Using scalpels and lino cutting tools	Lacerations to hands and body	All	<p>Only use scalpels and lino cutting tools when they are an age appropriate tool and where using a less dangerous tool would be inappropriate.</p> <p>Supervise to ensure safe use and remind participants of safe practice as necessary:</p> <p>Safe practice includes:</p> <ul style="list-style-type: none"> • cutting in a direction away from fingers, hands, arms, and legs • only using the scalpel and lino cutting tool for its intended cutting purpose and not for prying, screwing, scraping, or pounding • walking when carrying scalpel and lino cutting tools. • retracting the blade of the scalpel when not in use • retract blade before passing the scalpel and only pass the scalpel handle first • retract blade before storing scalpel • using cutting mats (or where appropriate lino) at all times 	Workshop facilitator	Before activity and during activity as needed.
---------------------------------------	-------------------------------	-----	--	----------------------	--

Risk Assessment Form for art programs at the WPCC



Paints, glues and inks	<p>Poisoning from ingestion, inhalation and skin contact.</p> <p>Nausea and vomiting</p> <p>Skin irritation and contact dermatitis</p> <p>Damage to eyes.</p>	All	<p>Supervise to ensure safe use and remind participants of safe practice as necessary:</p> <p>Wherever possible use non-toxic paints, glues and inks.</p> <p>Paints, glues and inks will be used in a well-ventilated space.</p> <p>Brief participants on safe use and request that they wear appropriate personal protective equipment eg gloves, eye protection and mask etc</p> <p>Participants will be supervised at all times.</p> <p>Participants will wash hands with soap and water after use.</p>	Workshop facilitator	Before activity and during activity as needed.
Wire (for wire sculptures)	Puncture wounds, scratches and damage to eyes	All	<p>Pre-cut wire for workshops where possible</p> <p>Participants will wear eye protection while working with the wire.</p> <p>Provide quality wire snips (to reduce incidence of small pieces of wire acting as missiles)</p> <p>Brief participants on safe practice when using wire and request that they wear eye protection</p> <p>Participants will be supervised at all times.</p>	Workshop facilitator	<p>Brief before activity and during activity as needed.</p> <p>Supervise at</p>
Using hair dryers to dry art works	Trip hazard from trailing leads and electric shock	All	Use hair dryers at the benches along the wall, away from sinks. Hair dryers in test.	Workshop facilitator	Before activity and during activity as needed.

Risk Assessment Form for art programs at the WPCC

Using printing press	Fingers being trapped, broken or crushed in mechanism and rollers	All	Use of printing press will be supervised by competent adult at all times. Only one person will use the printing press at a time. Observers will keep an arm's length away from the printing press when it is in use.	Workshop facilitator	At all times during use of printing press
Using printing press	Hair and loose clothing becoming trapped in rollers. Scalp injury and bruising	All	Use of printing press will be supervised by competent adult at all times. Long hair will be tied back and loose clothing will be secured so as not to present a hazard. Only one person will use the printing press at a time. Observers will keep an arm's length away from the printing press when it is in use.	Workshop facilitator	At all times during use of printing press
Printing/etching plates and etching tools	Lacerations from sharp edges and points	All	Participants will be briefed on safe handling of printing and etching plates, and etching tools and reminded as necessary. Participants will be supervised at all times.	Workshop facilitator	Before activity and during activity as needed.
Access	<ul style="list-style-type: none"> • WPCC is accessible by wheelchair • Wheelchair accessible toilets 				

Risk Assessment Form for art programs at the WPCC



<p>WH & S</p>	<ul style="list-style-type: none"> • WH & S policy and procedures in place • Emergency equipment/procedures • Exhibition risk assessments conducted • Regular workplace assessments and site hazard checks • Staff have Senior First Aid Certificate 		
<p>Supervision</p>	<p>Children under 5 are to be supervised by their parents during workshops Children aged 5 and over will be supervised by the coordinator during the workshop</p>		
<p>Child Protection</p>	<ul style="list-style-type: none"> • Child protection policies and procedures in place • Child related employment check of applicable staff 		
<p>Emergency Procedure</p>	<ul style="list-style-type: none"> • Evacuation plan and procedures in place • Fire fighting equipment in place and checked regularly 	<ul style="list-style-type: none"> • Exit lights • Designated Chief, Deputy and Wardens to assist in evacuation 	