



## Risk Assessment Form for School Groups



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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

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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"> <li>WPCC is accessible by wheelchair</li> <li>Wheelchair accessible toilets</li> </ul>				



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

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Groups who have pre-booked should assemble in two lines on the side of the footpath leading into the building (shown by the yellow dot) where they will be met by a WPCC staff member

