



Risk and Management Safety Checklist for Group Visits

The checklist identifies hazards and provides safety guidelines for groups taking part in Expressions Whirinaki Learning Programmes. The following is a general guide only and we strongly suggest a familiarisation visit. Our Learning Programmes Specialist is happy to meet with you at this time.

Supervision of Children and Young People

Please carry lists of children and young people at all times. Ensure that supervising adults are fully briefed as to their responsibilities.

Children and young people must remain in groups with their accompanying adults at all times.

Emergency Procedures and First Aid

Hazards: Fire, earthquake, bomb alert.

Controls: Emergency evacuation – this is signalled by an unmistakable warning sound.

Gallery guides will provide directions and assistance during evacuations. Identify those who need special assistance and inform the Learning Programmes Specialist. Keep your students calm – walk, don't run. The Learning Programme Specialist will direct you and your group to assembly areas. If relevant, check your roll and report anyone unaccounted for to the Learning Programmes Specialist.

Hazards: Accidents and illness.

Controls: Please ask a gallery front of house or Learning Programme Specialist for trained first aid assistance. Any risks in workshop based sessions are minimised by the programme's design and supervision.

External environment

Hazards: Pedestrians amidst vehicle traffic flow on Fergusson Drive.

Controls: The pre-visit information we supply you with includes a map of the centre and its environs. Buses can stop outside The Upper Hutt City Council.

Hazards: Groups gather outside the Gallery. Wet weather could result in a slippery surface on the paved areas.

Controls: The pre-visit information we supply you with includes instructions for group assembly that minimise risk. Please ensure supervisors are familiar with where to gather. With children and young people, please ensure supervisors are constantly in charge of their students whilst in this space.

Hazards: Active construction site to the rear of the building.

Controls: All construction areas are clearly designated and paths around the site clearly marked. The Learning Services professional will liaise with classes as the best location for pick up/drop off for the day of the visit, and any risks will be minimised. Any changes to the construction area will be communicated to the lead teacher by the Learning Services Professional prior to the class visit.

Internal Art Gallery Environment

Hazards: Security of personal belongings.

Controls: Wherever possible, do not bring valuables. Schools: We request bringing as few belongings as possible. The Learning Programmes Specialist will show you where to put your belongings.

Hazards: Stairs and lifts

Controls: Accompanying adults must carefully supervise children and young people. All gallery spaces and toilets are accessible by lifts and ramps. Lifts are only to be used by those with limited mobility.

The Workroom does not have lift access. Please notify the Learning Programmes Specialist if you have pupils who cannot gain access using the stairs.

Hazards: Access to building for people with limited mobility.

Controls: All galleries and facilities are wheelchair accessible. Assistance dogs are welcome. The Workroom does not have lift access. Please notify the Learning Programmes Specialist if you have pupils who cannot gain access using the stairs.

Hazards: Tripping and slipping

Controls: All stairs have hand rails. Students and school teachers are to take care to avoid slips and trips by ensuring that they walk, not run, and are mindful of where they are going and of other people around them.

Hazards: Active construction site

Controls: Clear signage as to emergency egress and construction zones. The Learning Services Professional is aware of changes in emergency egress and will direct classes in the event of an emergency. The Learning Services Professional will be made aware of any daily changes to risks, and will communicate any changes to classes.



EXPRESSIONS
Whirinaki

EXPRESSIONS ARTS & ENTERTAINMENT CENTRE
836 Fergusson Drive, Upper Hutt | 04 527 2168
Open 7 days, 9am - 4pm | www.expressions.org.nz