

## **Risk and Management Safety Checklist for Group Visits**

The checklist identifies hazards and provides safety guidelines for groups taking part in Whirinaki Whare Taonga 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 H2O Xtreme.

**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.

## 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

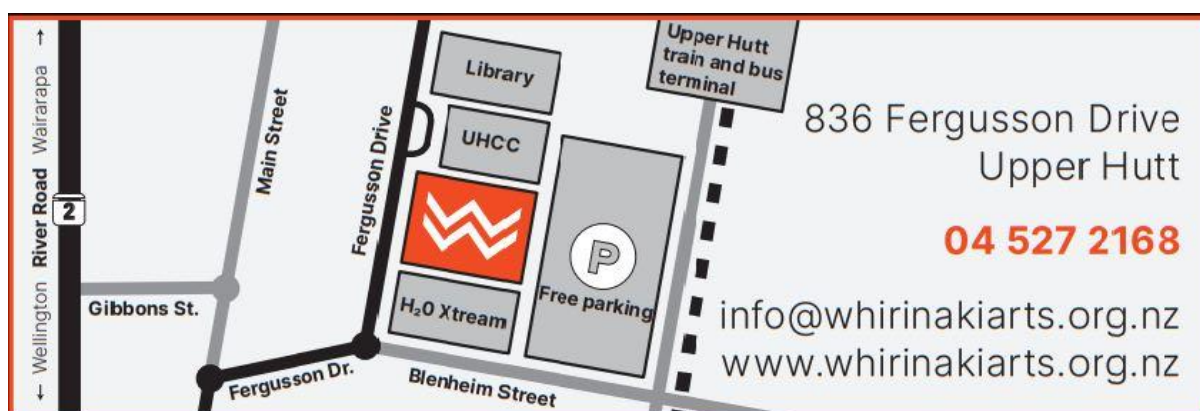
**Controls:** Accompanying adults must carefully supervise children and young people. All gallery spaces, the creative workshop and toilets are accessible. Lifts are only to be used by those with limited mobility.

**Hazards:** Access to building for people with limited mobility.

**Controls:** All galleries and facilities are wheelchair accessible with the exception of the Green Room on Level 3. Assistance dogs are welcome.

**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.





**Whirinaki**  
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Whirinaki Whare Taonga

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