

# COCA GALLERY RISK AND MANAGEMENT SAFETY GUIDELINES FOR SCHOOL VISITS

This checklist identifies hazards and provides safety guidelines for schools taking part in COCA ART gallery Education programmes. The following is a general guide only and we strongly suggest a familiarization visit – Education staff are happy to meet with you at this time.

## Supervision of children

Please carry lists of students and adult helpers at all times. Ensure that supervising adults be fully briefed as to their responsibilities. We require the following ratios of adult and students (**these may vary according to the nature of the activity and the learning needs of the children**)

Years 1-4	1:6
Years 5-6	1:7
Years 7-11	1:10
Years 12-13	1:30

## Roles and responsibilities

### Education officer

The education officer is responsible for the organization and delivery of your programme. They will be doing everything they can to ensure that you have a safe, enjoyable and educational experience. If you have any concerns about the programme, please contact the director of COCA gallery on (03) 363 2950 [director@cocagallery.org.nz](mailto:director@cocagallery.org.nz)

### Classroom Teacher

The management of behaviour and safety of students is the schools responsibility. The education officer expects that the teacher will manage any student having difficulty with the activities. Deliberately disruptive students will be asked to stand down from activities.

### Adult Helpers

To ensure the safety of the students and enjoyment by all, it is suggested that adults who accompany the class play a supportive and participative role on the day. Adults could be assigned to students and help with the activities that are set out for small groups.

***Adults accompanying classes need to stay with their assigned students at all times.***

## RAMS: COCA Gallery – general risks

**Date:**

**Class Name:**

**No in group:**

**Activity:**    Gallery floor talk    Workshop    (please circle)

---

**Analysis**

**Description**

**Risks**

Potential accidents,  
injury or other  
forms of loss

1. External environment injury by vehicles on main road and car parking spaces
  2. Allergies/medical conditions
  3. Cuts/burns /bruising
  4. Stairs/lifts
  5. Security of bags and clothing
  6. Getting lost or exposed to stranger danger
  7. Fire/earthquake, etc
-

Casual Factors	People	Equipment	Environment
<b>Contributory hazards, perils and dangers</b>	External environment <ul style="list-style-type: none"> <li>Risks of road and car park areas outside the main entrance to the gallery</li> <li>Insufficient briefing of adult support people</li> <li>Students not staying in a group</li> </ul>		External <ul style="list-style-type: none"> <li>Lack of knowledge of drop off point dangers</li> <li>Insufficient communication by class teacher and support staff about dangers of city roads</li> </ul>
	Allergies and medical conditions <ul style="list-style-type: none"> <li>Forgetting 'specially' required medication for students</li> </ul>	<ul style="list-style-type: none"> <li>Lack of adequate first aid kit</li> </ul>	
	Workshop activities Cuts/burns/bruising <ul style="list-style-type: none"> <li>Inappropriate use of craft knives</li> <li>Careless use of hot glue gun</li> <li>Bruised fingers due to inappropriate placing of hands on flat printing bed</li> </ul>	<ul style="list-style-type: none"> <li>Lack of communication by education officer and class teacher about how to use equipment safely and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate specific safe areas set up in workshop</li> <li>Lack of classroom management</li> </ul>
	Internal Art Gallery environment <ul style="list-style-type: none"> <li>Stairs– students may fall down or trip up stairs leading to second and third floor of gallery</li> <li>Lifts – students may temporarily trap fingers/limbs</li> </ul>		Internal Art Gallery environment as for people <ul style="list-style-type: none"> <li>Lack of instruction about use of hand rails and appropriate out of bound equipment (lift)</li> </ul>
		<ul style="list-style-type: none"> <li>Stolen items</li> </ul>	Security of bags and clothing <ul style="list-style-type: none"> <li>Bags and clothing will not be left in a locked area, risk of theft</li> </ul>
	Student lost or found alone in the gallery <ul style="list-style-type: none"> <li>Members of the public are likely to be present in the gallery areas</li> <li>Unaccompanied toilet trips</li> <li>Students not staying in a group</li> </ul>		<ul style="list-style-type: none"> <li>Students fall down the stairs, get trapped in the toilet if alone</li> </ul>
	Fire, earthquake, etc <ul style="list-style-type: none"> <li>Students not staying in a group</li> <li>Students not briefed upon arrival by education officer</li> <li>Ill informed gallery staff with incorrect procedures</li> </ul>	<ul style="list-style-type: none"> <li>Faulty alarm bell at the gallery faulty sprinkler system</li> </ul>	<ul style="list-style-type: none"> <li>Fire exits blocked</li> </ul>

<p><b>Risk Management Strategies</b></p> <p>These are suggestions only and it is recommended that schools consider the strategies that they deem appropriate</p>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Advise students of potential hazards and not to run</li> <li>• Ensure appropriate adult/student ratios are applied</li> <li>• Class teacher to control group movement in areas where vehicles are present</li> <li>• Ensure adult helpers are aware of their supervision role on the day</li> <li>• Check teacher student is carrying medicine for special conditions</li> <li>• Walk at all times when in the gallery</li> <li>• Use the hand rails when going up or down the stairs</li> <li>• Make sure students behave sensibly in the workshop area</li> <li>• Only disabled students to use the lift rest use the stairs at all times</li> <li>• All students ask permission to go to the toilet (go with a friend)</li> </ul>	<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Ensure that a fist aid kit is carried and immediately accessible</li> <li>• Ensure cell phones are available for emergencies</li> <li>• Advise students how to use equipment safely and if possible practice at school</li> <li>• Leave valuables at home (students own responsibility)</li> <li>• Ensure buildings fire equipment has had recent safety check (certificate)</li> </ul>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Class visits gallery before visit with children takes place</li> <li>• Ensure appropriate adult/student ratios are applied</li> <li>• Class teacher to control group movement in areas where vehicles are present</li> <li>• Ensure adult helpers are aware of their supervision role on the day</li> <li>• Disclose risks of environment on the day</li> <li>• Put bags altogether where receptionist can see on security camera</li> </ul>
<p><b>Schools additional risk management strategies</b></p>			
<p><b>Emergency procedures</b></p> <ul style="list-style-type: none"> <li>• Another adult assigned by the teacher to take responsibility of other children in the event of an accident or injury</li> <li>• Emergency services notified immediately</li> <li>• First aid kit to be carried by teacher and /or ed officer and administered by qualified first aid person</li> <li>• Cell phone or trunk radio to be carried by ranger and/or teacher</li> </ul>			
<p><b>Schools signatures</b></p>			