

## ACCA EDUCATION

### VENUE & SAFETY INFORMATION

#### **Arrival and Departure**

To find the best travel option to ACCA go to the VISIT section on our website. Coaches can drop students off outside ACCA on either Sturt Street or Dodds Street, and then return to pick them at the end of the performance. Sturt Street is a busy main road. Dodds Street is a quieter main road.

Teachers should make themselves aware of the hazards associated with crossing roads, alighting from or boarding transport and ensure active supervision of students at all times.

It is recommended you arrive 10 minutes prior to your allocated booking time to allow time for bag cloaking.

#### **Accessibility and Supervision**

Care should be taken moving around the galleries. Teachers are responsible for the ongoing supervision of students at all times. Teachers in charge must carefully read and sign Group Visitation Guidelines at ACCA's Front Desk upon arrival. ACCA is fully wheelchair accessible.

Teachers should be aware of any medical or behaviour issues that may affect individual students and their movement throughout the gallery spaces. Should there be any specific requirements as a result of these issues teachers are asked to notify ACCA Education the group visits.

#### **First Aid**

ACCA has trained First Aid staff on hand. First aid kits are located in ACCA's offices, staff toilet and coffee cart. In the case of an emergency or severe medical issue the ACCA Front of House will contact the Ambulance for assessment and patient transfer where appropriate.

Where students have special medical needs such as severe allergies, teachers or school support staff should carry with them the required medication for the appropriate medical response.

#### **Incident Reporting**

ACCA is committed to maintaining a safe environment for our employees, contractors and visitors. We encourage incident reporting in order to identify and address hazards. If a student or teacher experiences a 'near miss' or an injury we ask that the teacher in charge reports this to the ACCA Educator as soon as possible.

#### **Emergencies**

In the case of an emergency your ACCA Educator will advise and direct all visitors on appropriate action. Emergency alert and evacuation tone systems are in place at ACCA. The ACCA Educator will provide direction to the teacher in charge of the group and this person is responsible for ensuring compliance with the directions by all students.

## RISK ASSESSMENT

Venue and Safety Information				
Venue		Australian Centre for Contemporary Art, 111 Sturt Street, Southbank VIC 3006		
Contact		E: <a href="mailto:education@accaonline.org.au">education@accaonline.org.au</a> P: 03 9697 9999 W: <a href="http://accaonline.org.au/learn">accaonline.org.au/learn</a>		
Insurance		Does the venue have public liability cover? <b>YES</b>		
Activity / Program	Group details	Staff	Potential Risks	Control Strategies
<b>TALK: Educator-led Gallery exploration or THINK activity</b>	K-12 students	Schools staff	Safe entry to ACCA building	Group access to ACCA via the front entrance where there is space at the side forecourts to assemble safely before entering ACCA.
		Schools staff ACCA Educators ACCA Gallery Attendants ACCA Front of House Staff	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> <li>at least one teacher/adult for every 20 students in Year 2 or above</li> <li>at least one teacher/adult for every 15 students in K-Year 1</li> <li>at least one teacher/adult for every 25 students in tertiary</li> </ul> Supervising teachers move at the rear of group. ACCA Gallery Attendants moving throughout the gallery spaces.
		Schools staff ACCA Educators ACCA Gallery Attendants ACCA Front of House Staff	Damage to artworks	The following appropriate level of supervision: <ul style="list-style-type: none"> <li>at least one teacher/adult for every 20 students in Year 2 or above</li> <li>at least one teacher/adult for every 15 students in K-Year 1</li> <li>at least one teacher/adult for every 25 students in tertiary</li> </ul> Supervising teachers move at the rear of group. ACCA Gallery Attendants moving throughout the gallery spaces.
		Schools staff ACCA Educators ACCA Gallery Attendants ACCA Front of House Staff	Injury from artworks or gallery space	ACCA Educators inform teachers and students upon entering gallery spaces about potential hazards. School staff are requested to inform ACCA Educators prior to their visit about student health conditions that may be impacted by their viewing of the art (eg Epilepsy). ACCA Gallery Attendants assist visitors with navigating artworks or spaces if required. ACCA exhibitions may contain warning signs or lighting to assist with navigating the gallery spaces.
<b>MAKE: Educator-led art-making workshop in the ACCA foyer or gallery space</b>	K-12 students	ACCA Educators	Injury from art-making equipment and materials	ACCA Educators provide safety and instruction briefing before activities. Materials used are age appropriate. Safety scissors to be used with junior students.

		ACCA Educators ACCA Staff	First Aid	First Aid Officers include ACCA's Front of House Manager, Finance and Operations Manager and Education Manager. First Aid kits located in the ACCA staff Kitchen and ACCA offices.
		School staff ACCA Educators ACCA Gallery Attendants ACCA Front of House Staff	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> <li>at least one teacher/adult for every 20 students in Year 2 or above</li> <li>at least one teacher/adult for every 15 students in K-Year 1</li> <li>at least one teacher/adult for every 25 students in tertiary</li> </ul> Supervising teachers move at the rear of group. ACCA Gallery Attendants moving throughout the gallery spaces.
		ACCA Education Manager ACCA Gallery Attendants ACCA Front of House Staff	Emergency Evacuation	ACCA Education Manager, Gallery Attendants and Front of House Manager are trained in Emergency Evacuation procedures.
<b>Self-guided visits</b>	K-12	School staff ACCA Gallery Attendants ACCA Front of House Staff	Safety Briefing	Schools to cloak belongings at Front of House ACCA Reception. ACCA Front of House staff provides a welcome and safety, visitor guidelines briefing before each group enter galleries. ACCA Group Visitation Guidelines read and signed by supervising staff.
		School staff ACCA Gallery Attendants ACCA Front of House Staff	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> <li>at least one teacher/adult for every 20 students in Year 2 or above</li> <li>at least one teacher/adult for every 15 students in K-Year 1</li> <li>at least one teacher/adult for every 25 students in tertiary</li> </ul> Supervising teachers move at the rear of group. ACCA Gallery Attendants moving throughout the gallery spaces. ACCA Front of House Staff available for contact.
		School staff ACCA Gallery Attendants ACCA Front of House Staff	Damage to artworks	ACCA Group Visitation Guidelines read and signed by supervising teacher. The following appropriate level of supervision: <ul style="list-style-type: none"> <li>at least one teacher/adult for every 20 students in Year 2 or above</li> <li>at least one teacher/adult for every 15 students in K-Year 1</li> <li>at least one teacher/adult for every 25 students in tertiary</li> </ul> Supervising teachers move at the rear of group. ACCA Gallery Attendants moving throughout the gallery spaces.
		ACCA Staff	First Aid	First Aid Officers include ACCA's Front of House Manager, Finance Manager and Education Manager. First Aid kits located in the ACCA staff Kitchen and ACCA offices.

		ACCA Gallery Attendants ACCA Front of House Staff	Emergency Evacuation	Schools to follow instructions of ACCA Gallery Attendants and Front of House staff.
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<b>Equipment</b>	Scissors, cutting tools, PVA glue, glue guns, iPads
	Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? <b>YES</b>
<b>Supervision / Services</b>	School staff and ACCA Educators will supervise all art-making workshops and sessions
<b>Access</b>	Are access to and exits from the premises safe and without risk to health? <b>YES</b> Is the venue wheelchair accessible? <b>YES</b> Are accessible toilets available? <b>YES</b>
<b>Emergencies</b>	Are emergency procedures in place at the venue? <b>YES</b> Are staff trained to deal with emergencies? <b>YES</b>
<b>Construction/Maintenance</b>	Are licensed personnel used for all construction, maintenance and repair work? <b>YES</b>
<b>First Aid</b>	Are first aid kits available for each activity? <b>YES</b> Is there a trained first aid officer at the venue? <b>YES</b> Is a first aid room available? <b>NO</b>
<b>Child-related employment</b>	Do the employees, paid and unpaid of your organisation engaged in child-related employment possess a current Victorian Working with Children Check? <b>YES</b>