

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 up at the end of the program. 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 concerns, support needs or behavioural concerns that may affect students and their participation in learning programs, and safe movement throughout the gallery. Should there be any specific supports or requirements, teachers are asked to notify ACCA Education before 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 workshop. 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 medical needs such as severe allergies or asthma, teachers or school support staff should always 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: education@acca.melbourne P: 03 9697 9999 W: acca.melbourne/education		
Insurance		Does the venue have public liability cover? YES		
Date of Review		Thursday 15 December, 2022		
Activity / Program	Group details	Staff	Potential Risks	Control Strategies
TALK, TALK THINK & VCE: Educator-led Gallery exploration	K-12 & tertiary 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 Visitor Experience Team Members ACCA Front of House Staff	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> at least one teacher/adult for every 15 students in K-Year 1 at least one teacher/adult for every 20 students in Year 2 or above at least one teacher/adult for every 25 students in tertiary Supervising teachers move at the rear of group. ACCA Visitor Experience Team Members moving throughout the gallery spaces.
		Schools staff ACCA Educators ACCA Visitor Experience Team Members ACCA Front of House Staff	Damage to artworks	The following appropriate level of supervision: <ul style="list-style-type: none"> at least one teacher/adult for every 15 students in K-Year 1 at least one teacher/adult for every 20 students in Year 2 or above at least one teacher/adult for every 25 students in tertiary Supervising teachers move at the rear of group. ACCA Visitor Experience Team Members moving throughout the gallery spaces.
		Schools staff ACCA Educators ACCA Visitor Experience Team Members 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 impact their viewing of the art (eg Epilepsy). ACCA Visitor Experience Team Members assist visitors with navigating artworks or spaces if required. ACCA exhibitions may contain warning signs or lighting to assist with navigating the gallery spaces.

		Schools staff ACCA Educators ACCA Front of House Staff	Emotional or mental distress from artworks	<p>ACCA Educators inform teachers prior to excursion about challenging / sensitive content and potential triggers. ACCA Educators to work with school staff to adapt tours or scaffold discussion as required, to ensure wellbeing of students.</p> <p>ACCA Educators to issue specific warning on advisory warning prior to booking confirmation, should any works in exhibition contain explicit content not appropriate to young audiences.</p> <p>ACCA exhibitions may contain content warnings, or team may temporarily limit viewing for specific artworks, as appropriate to the needs of the group.</p>
MAKE: Educator-led art-making workshop in the ACCA foyer or gallery space	K-12 students	ACCA Educators	Injury from art-making equipment and materials	<p>ACCA Educators provide safety and instruction briefing before activities.</p> <p>Materials used are age appropriate.</p> <p>Safety scissors to be used with junior students.</p>
		ACCA Educators ACCA Staff	First Aid	<p>First Aid Officers include ACCA's Visitor Experience and Events Manager, Visitor Experience Team Manager, Operations Manager, Exhibitions Manager, Education Manager, Education and Access Coordinator and Artist Educator.</p> <p>First Aid kits located in the ACCA staff Kitchen, ACCA offices and Workshop.</p>
		ACCA Education Team ACCA Visitor Experience Team Members ACCA Front of House Staff	Emergency Evacuation	<p>The ACCA Education Team, Visitor Experience Team Members and Visitor Experience Manager are trained in Emergency Evacuation procedures.</p>
Self-guided visits	K-12 & Tertiary	School staff ACCA Visitor Experience Team Members ACCA Front of House Staff	Safety Briefing	<p>Schools to cloak belongings at Front of House ACCA Reception.</p> <p>ACCA Front of House staff provides a welcome and safety, visitor guidelines briefing before each group enter galleries.</p> <p>ACCA Group Visitation Guidelines read and signed by supervising staff.</p>
		School staff ACCA Visitor Experience Team Members ACCA Front of House Staff	Interference from members of the public	<p>The following appropriate level of supervision:</p> <ul style="list-style-type: none"> ○ at least one teacher/adult for every 15 students in K-Year 1 ○ at least one teacher/adult for every 20 students in Year 2 or above ○ at least one teacher/adult for every 25 students in tertiary <p>Supervising teachers move at the rear of group.</p> <p>ACCA Visitor Experience Team Members moving throughout the gallery spaces. ACCA Front of House Staff available for contact.</p>

		School staff ACCA Visitor Experience Team Members 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"> ○ at least one teacher/adult for every 15 students in K-Year 1 ○ at least one teacher/adult for every 20 students in Year 2 or above ○ at least one teacher/adult for every 25 students in tertiary Supervising teachers move at the rear of group. ACCA Visitor Experience Team Members moving throughout the gallery spaces.
		ACCA Staff	First Aid	First Aid Officers include ACCA's Visitor Experience Manager, Visitor Experience Team Manager, Operations Manager, Exhibitions Manager, Education Manager, Education and Access Coordinator and Artist Educator. First Aid kits located in the ACCA staff Kitchen and ACCA offices.
		ACCA Visitor Experience Team Members ACCA Front of House Staff	Emergency Evacuation	Schools to follow instructions of ACCA Visitor Experience Team Members and Front of House staff.

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