



WORKSHOP & EDUCATION PROGRAM RISK ASSESSMENT

Venue Name	Tweed Regional Gallery and Margaret Olley Art Centre
Address	2 Mistral Rd Murwillumbah NSW 2484
Telephone	02 66702790
Web address	artgallery.tweed.nsw.gov.au

Activity/Program	Recommended Age Group	Staff	Potential Risks	Control Strategies
Workshop program	Pre-school	Experienced Tutors (who have undergone Working with Children Police checks) (NB. Gallery staff member is on duty in office)	Scissors Glue Paint Physical component eg. play activity) Traffic outside	Age appropriate scissors Age appropriate materials, instruction and supervision Running water and eye wash sink available at all times; first aid kit available Instruction and close supervision Keep Workshop doors closed, use tensor barriers outside to create visual barrier from road Limited numbers for classes (up to 15)

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Workshop program	K-6 years	<p>Experienced Tutors (who have undergone Working with Children Police checks)</p> <p>(NB. Gallery staff member is on duty in office)</p>	<p>Scissors Tools Glue, paint, art materials</p> <p>Physical component eg. dancing)</p> <p>Traffic outside</p>	<p>Instruction in and supervision of use of tools and cutting devices and materials.</p> <p>Running water and eye wash sink available at all times; first aid kit available</p> <p>Instruction and close supervision</p> <p>Keep Workshop doors closed, use tensor barriers outside to create visual barrier from road</p> <p>Limited numbers (up to 15)</p>

Activity/Program	Recommended Age Group	Staff	Potential Risks	Control Strategies
Workshop program	7-12 years	<p>Experienced Tutors (who have undergone Working with Children Police checks)</p> <p>(NB. Gallery staff member is on duty in office)</p>	<p>Scissors, cutting knives Glue, paint, art materials</p> <p>Physical component eg. dancing</p> <p>Traffic outside</p>	<p>Instruction in and supervision of use of tools and cutting devices</p> <p>Running water and eye wash sink available at all times; first aid kit available</p> <p>Instruction and close supervision</p> <p>Keep Workshop doors closed, use tenses barriers outside to create visual barrier from road</p>
Workshop program	General	Tutor	Scissors, cutting tools, art materials, paints & solvents	<p>Instruction in and supervision of use of tools and cutting devices and materials</p> <p>Running water and eye wash sink available at all times; first aid kit available</p> <p>Air-conditioning and ventilation to avoid aerosol and chemical fumes build-up</p>

Activity/Program	Recommended Age Group	Staff	Potential Risks	Control Strategies
Self-guided tours / Exhibitions	K - 6 years	N/A	<p>Student bags</p> <p>Electrical cords and items</p> <p>Display materials: Easels, drop sheets</p>	<p>Ideally, leave bags on bus. Alternatively, place bags in one location, by wall, eliminating potential hazard to visitors</p> <p>Secured to floor using tape, items placed on appropriate furniture</p> <p>Staffed by artist except for breaks, supervision by teachers & volunteers when possible</p> <p>Hold events in Foyer under supervision of Gallery reception desk personnel when possible</p> <p>Teachers and carers to supervise movement outside Gallery</p>

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Public Programs	K - 6 years	Class teachers Artists/presenters Gallery Staff Volunteer Reception Staff (Gallery open days) Volunteers for events (some events)	Student bags Electrical cords and items Display materials Easels, drop sheets	Ideally, leave bags on bus. Alternatively, place bags in one location, by wall, eliminating potential hazard to visitors Secured to floor using tape, items placed on appropriate furniture Staffed by artist except for breaks, supervision by teachers & volunteers when possible Hold events in Foyer under supervision of Gallery reception desk personnel when possible Teachers to supervise movement outside Gallery

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Workshop Equipment	Trestle tables – handled by two adults Chairs – stack no more than five high, stack/unstack by adult or older children only Pottery wheels – use under appropriate supervision Easels – handle by senior students and adults Scissors, lino cutting tools, blades, paints, glues, clay, small items
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Other Requirements	<p>Protective clothing (smocks) is highly recommended for all Workshops.</p> <p>If Workshops are conducted outdoors it is highly recommended that all participants wear a hat and sunscreen.</p> <p>Insect repellent should also be considered during the summer months.</p> <p>Parental permission for photographs for publicity purposes. Standard Release Form in Gallery office.</p>
Access	<p>Access to and egress from the premises is safe and without risk to health.</p> <p>The Venue is Wheelchair accessible.</p> <p>A lift has been installed to facilitate access.</p> <p>The Gallery is accessible by bus. A drop off point is located adjacent to the entry.</p>
Emergency	<p>Emergency procedures are in place.</p> <p>Most staff are trained to deal with emergency situations.</p>
First Aid	<p>First Aid kits are located throughout the Gallery.</p> <p>A staff member is trained but may not be on duty.</p>
Child-related employment	<p>All employees of the Tweed Regional Gallery and Margaret Olley Art Centre engaged in child-related employment as defined by the commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998 have had the appropriate screening tests and completed the Prohibited Employment Declaration.</p>