

## **Risk Assessment for groups of students visiting the National Portrait Gallery**

### **General environment**

*The vision of the National Portrait Gallery (the Gallery) is to reflect the face of Australia, tell Australian stories and increase the understanding and appreciation of the Australian people through the art of portraiture – their identity, history, culture, creativity and diversity.*

The Gallery building, situated on King Edward Terrace, Parkes, Canberra, bounded by the High Court of Australia, Questacon and the National Gallery of Australia, displays some 400 portraits of people who have shaped, and continue to shape, Australia.

The most significant building to be constructed in the Parliamentary zone for over twenty years, the Gallery opened to the public on 4 December 2008.

Home to the nation's portrait collection, the Gallery comprises exhibition spaces for the Collection and temporary exhibitions, public areas including a café, shop, function room, theatrette, and education studio.

The Gallery spaces are shared by the public, education groups and corporate clients. A series of vibrant exhibitions, public and education programs and events take place daily.

The Gallery is open daily 10.00am to 5.00 pm except 25 December. Admission is free except for some special exhibitions where a charge may apply.

Access and Learning team members and Security Officers, trained in first aid and other public safety requirements, are readily available in the public spaces. The Gallery has public liability insurance through the Australian Government's insurer, Comcover.

More information about the Gallery, its collections and portraiture in Australia and around the world can found at [www.portrait.gov.au](http://www.portrait.gov.au).

### **Services offered**

The Gallery offers a wide range of educational programs designed for all levels of formal education from pre-school to tertiary. Drawing on the richness of the Gallery Collection programs acknowledge the national curriculum and emphasise visual art, history, civics and citizenship, and Aboriginal and Torres Strait Islander activism.

Drawing materials are supplied by Gallery staff for use in program activities.

### **Access to the Gallery**

The Gallery is located on King Edward Terrace, Parkes, Canberra, in the Parliamentary zone. All the exhibition spaces, cafe and shop are on ground level.

A limited number of wheelchairs are available, on a first come first served basis. Registered assistance animals are welcome at the Gallery. Hearing loop facilities are provided in the Liangis Theatre and Terrace Rooms where public programs are presented regularly. Groups arriving in cars have sheltered access from the public car park.

## Special clothing or equipment

No special clothing or equipment is required inside the Gallery. Stools are available for student use. Shelter is not provided at the Gallery's bus drop off point. However, some shelter is available immediately outside the main entrance where teachers and students can gather prior to entry.

## Security

Access and Learning staff delivering programs undergo police check and have Working with Vulnerable People registration. Security staff also undergo police checks.

## Risk assessment

While the Gallery building and its surrounds are generally safe, the table below outlines some of the potential hazards and the likelihood of the hazard occurring.

The Gallery manages the hazards and requests groups to observe the acceptable level of teacher/minder/carer: student ratio (1:15) to ensure adequate supervision and safety for all people and works of art on display.

<b>Risk rating table*</b>	<b>Risk description</b>	<b>Likelihood</b>	<b>Risk Mitigation strategy</b>
1	Fold up stools and other furniture/equipment might cause injury to student/s due to misuse or abuse	Moderate	Advice provided to students re correct usage. Staff and Security with first aid training on site.
2	Student/s might fall/slip/trip on wet floors	Rare	Wet floors inside the Gallery have warning signage. Exterior surfaces are textured to minimise risk.
3	Student/s might climb and fall off the landscaping barriers/walls resulting in injury	Rare	Expectations of student behaviour sent to visiting schools.
4	Student/s might get separated/lost from main tour group	Rare	Contact details for schools visiting are on record. Advice provided to groups to stay together. Security and staff monitor for unaccompanied minors.
5	Student/s might fall off studio balcony if furniture is left close to barrier/hand rail	Rare	Careful planning of workshops in education studio including placement of furniture. Staff presence.
6	Studio equipment and material used might pose risks to the health and safety of students	Rare	Careful choice of materials. Applicable material safety data sheets available in the studio.
7	Transmission of COVID-19 to/from school groups.	Moderate	Hand sanitiser available. Teachers are requested to monitor students and not bring those that are unwell on the visit.

\*as at July 2023