

VENUE ASSESSMENT

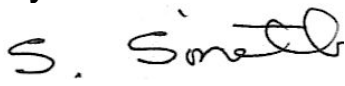
Name of Venue: Museum of Contemporary Art
Brief description of venue and activities involved: Museum of Contemporary and Visual Arts offering a range of exhibitions as well as structured educational programs
Address: 140 George Street, Circular Quay West, The Rocks
Telephone number: (02) 9245 2484
Contact person at venue: Education Bookings Officer
Opening hours/days: 10am to 5pm
Insurance coverage? Public Liability insurance
Cost: See MCA Education Guide
Are bookings required? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

RISK ASSESSMENT – MUSEUM OF CONTEMPORARY ART	
Transport	<p>Public transport</p> <ul style="list-style-type: none"> ■ Bus <input checked="" type="checkbox"/> Train <input checked="" type="checkbox"/> Ferry <input checked="" type="checkbox"/> ■ Pedestrian access from Circular Quay avoids crossing streets. <p>Car / bus access:</p> <ul style="list-style-type: none"> ■ Designated bus/coach area just outside George Street entrance available for drop-off and pick-up. <p>Car/bus parking: At nearby parking stations.</p> <p>Undercover parking : Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>
Baggage	<p>Bag storage facilities: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ Bags can be stored for organised school groups.
Floors, passageways and stairs	<ul style="list-style-type: none"> ■ Rails at all stairs and landings. ■ Ramp access available at George Street entrance. ■ Floor surfaces mainly marble or tiled but may be carpeted for some exhibitions. ■ Mats provided near entrances during wet weather. ■ Corridors and walkways lit. ■ A lift to access level 4 (or other floors for disabled students) is available and maintained according to Australian Standards. ■ Care should be taken to avoid slips and trips by ensuring students walk at normal pace and watch where they are going. ■ Students may be asked to sit on tiled floors during activities.

Fire exits and evacuation	<p>Adequate fire fighting equipment visible: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>Emergency procedures displayed : Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ Clearly marked fire exits throughout the building and diagrams indicating the assembly points and procedures. ■ Educators assist school groups with the evacuation process. ■ All staff trained in emergency evacuation procedures and regular drills conducted. ■ Lock-down procedures in place with staff able to respond to any situation.
Child Protection	<p>Working with Children Checks undertaken : Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ All staff in contact with students including educational and visitor services staff have undergone Working with Children Checks.
Child supervision	<p>Venue staff available and for what activities:</p> <ul style="list-style-type: none"> ■ Educational staff available for tours and activities. ■ Museum staff meet and greet school groups and provide an initial briefing of activities and expectations including any safety rules such as no running in gallery areas but do not provide supervision. ■ No charge to teachers or carers to attend educational programs. <p>Venue staff appropriately qualified for activity: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ Educators are teachers or artists. <p>Internal training conducted and records kept: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ All staff receive induction in OHS, emergency procedures, child protection principles, curriculum requirements, 1st aid procedures, and how to assess risks.
OHS Procedures	<p>Venue OHS policy/procedures developed: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>OHS Committee is fully trained and meets monthly and undertakes risk assessments on all new exhibits.</p> <p>Workplace inspection conducted regularly: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>Building is licensed as a Place of Public Entertainment and this requires regular council inspections relating to sprinkler systems, hose reels etc.</p> <p>Incidents investigated and data collated and analysed: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ Incident report forms are completed by Visitor Services Officers ■ A copy of the incident report is available to the injured party on request.
Plant and substances	<p>Unguarded equipment present: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> ■ All equipment is inspected on a regular basis with all electrical leads tested and tagged as per legislative requirements. ■ All materials are inspected to ensure they are fire retardant, do not give off toxic gases etc.

	<ul style="list-style-type: none"> ■ Any hazardous substances are stored in locked cabinets in back office areas and material data sheets are available.
Exhibits	<p>Activities to be undertaken by students</p> <ul style="list-style-type: none"> ■ Self-guided or guided tours ■ Structured activities which may include working with media such as pencils or paper for collages or may involve discussion and/or role plays. Informal risk assessments undertaken on all planned activities and only blunt-nosed scissors and low toxic materials used. <p>Lighting</p> <ul style="list-style-type: none"> ■ Some exhibit areas have low levels of lighting due to nature of exhibit <p>Unguarded water features present: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> ■ Exhibits are generally securely hung on walls or suspended from the ceiling. ■ Some exhibits may occasionally be located outside the gallery. ■ Visitor Services Officers present in galleries at all times.
First aid	<p>First aid facilities/staff trained: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <ul style="list-style-type: none"> ■ Most Visitor Services Officers trained in senior first aid. ■ First aid facilities available through front information desk.
Other facilities	<p>Provision of toilets/disabled toilets? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Near lifts.</p> <p>Noise: Is there a moderate to high level of background noise?: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>All weather cover:</p> <ul style="list-style-type: none"> ■ No food is permitted to be eaten in the galleries. ■ Grassed areas of Circular Quay provide minimal screening from the sun.

Completed by: Sue Smith

Signature: 

Date: 23 December 2004