

Students must be supervised at **all** times when visiting Hastings City Art Gallery. A number of hazards have been identified to assist teachers and supervisors with planning.

### General Hazards

#### **Injury**

Issue first aid immediately. First aid kits can be found at the front desk, staff offices, workshop and kitchen. Staff are first aid trained, and our onsite Health and Safety officer is Jonathan Brown.

In case of an emergency, contact an ambulance by phoning 111.

#### **Emergency Evacuation**

Should it become necessary to evacuate the building, vacate the room and head to the nearest fire exit as instructed by gallery staff. Meeting point is located at the pou out the front of the gallery. Await further instructions from staff.

#### **Civil Emergency**

Upon hearing Civil Defence warning siren, wardens will be allocated to all areas and relay instructions as they are received. First aid kits can be found at the front desk, staff offices, workshop and kitchen. Staff are first aid trained, and our onsite Health and Safety officer is Jonathan Brown.

#### **Security**

Verbal and physical abuse is not tolerated at Hastings City Art Gallery, and if any is received, report to the front desk in the first instance. Remember, personal safety is your number one priority. In case of any instances of verbal and/or physical abuse, please contact:

Police: 111

City Assist 1: 027 839 6073

City Assist 2: 027 839 5313

## Bathrooms

Separate male and female bathrooms are located in the gallery foyer. Both bathrooms are wheelchair accessible.

Hazard	Risk	Risk Consequence	Risk Likelihood	Potential Impact	Control Measure	Responsibility
Maintenance programme at the gallery – roof replacement	Loud noises, tradespeople onsite, scaffolding, risk of falling materials, tools and power tools onsite	Moderate – Major	Possible	Medium – High	Perimeter of building fenced off and can only be accessed by tradespeople and staff – locked doors to access points can also only be accessed by tradespeople and staff. Scaffolding in gallery covered and cannot be climbed on by gallery visitors. Health and safety protocols in place. Educator informs teacher of maintenance programme in advance of visit, and sends RAMS form too. Ear plugs onsite if needed, and if noise too loud, flexibility to deliver gallery programmes offsite/in an alternate location.	Gallery Educator/staff, accompanying teachers/adults
Students in gallery spaces	Minor abrasions, trips, damage to	Moderate	Possible	Medium	Students well-briefed in advance of education	Students, accompanying

	artworks, falls, general accidents				session on expected behaviour and any hazards in gallery spaces. Gallery technicians advised of visit prior, as are other staff. Educator and accompanying teachers/adults with students for duration of visit. First aid kit and trained staff onsite – first aid kits located at the front desk, staff offices, workshop and kitchen.	teachers/adults, Gallery Educator/staff
Students in gallery spaces	Student falls ill, medical condition, allergic reaction trigger	Minor – Severe	Possible	High	First aid kits and trained first aid staff onsite. Staff/accompanying teachers/adults to call 111 in an emergency.	Accompanying teachers/adults, Gallery Educator/staff
Unsupervised students	Students wandering from group and getting lost	Minor – Moderate	Possible	Low – medium	Students accompanied by teachers/adults throughout duration of visit, and group with Gallery Educator throughout visit. Gallery staff onsite, and City Assist/Kaitiaki available to assist.	Students, accompanying teachers/adults
Hands-on art-making workshop – materials and equipment (craft knives, staples, scissors, paint, vivid, felts, fabric)	Cuts, grazes, laceration, puncture wounds, general accidents/injuries	Minor – Moderate	Possible	Low – medium	Students well-briefed prior to activity and advised to take care around materials and equipment. Students with accompanying teachers/adults throughout	Students, accompanying teachers/adults, Gallery Educator/staff

					workshop. First aid kits and trained first aid staff onsite.	
Hands-on art-making workshop – materials and equipment hot glue gun	Hot glue burns	Minor – Moderate	Possible – likely	Low	Glue guns to be in secure place and monitored by Gallery Educator/staff. Students well-briefed prior to activity and advised to take care when using glue guns.	Students, accompanying teachers/adults, Gallery Educator/staff
Water fountain out the front of gallery	Students jumping in fountain, getting wet, slip hazards, risk for younger visitors if left unsupervised	Minor – Severe	Unlikely - Possible	Medium – High	Visitors must not touch the water, and students and Educators informed of this prior to visit. Adult supervision required around fountain at all times, particularly with younger children.	Accompanying teachers/adults, students
Roads and carparks around gallery	Carpark area and busy roads around perimeter of gallery and Civic Square	Minor – Moderate	Unlikely	Low – Medium	Students accompanied by teachers and adults when they arrive and leave the gallery. Gallery physical proximity about 50 metres to Eastbourne Street East, and 15 metres to Lyndon Road East. Accompanying teachers/adults informed of this prior to visit.	Accompanying teachers/adults

Hastings City Art Gallery staff recommend visiting the gallery to meet with staff to do a pre-visit tour. To arrange this, please contact Gallery Educator, Kelsey Hankins, on 027 332 5496, or email [kelseyh@hdc.govt.nz](mailto:kelseyh@hdc.govt.nz).

		Consequence (result of exposure to the hazard)				
		Insignificant <i>No Treatment Required</i>	Minor <i>First Aid</i>	Moderate <i>Medical Attention</i>	Major <i>Serious Injury or Illness</i>	Severe <i>Traumatic Injury, Permanent Disability, Or Death</i>
Likelihood of Occurrence	Rare	LOW	LOW	LOW	LOW	MEDIUM
	Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
	Possible	LOW	LOW	MEDIUM	MEDIUM	HIGH
	Likely	LOW	MEDIUM	MEDIUM	HIGH	VERY HIGH
	Almost Certain	LOW	MEDIUM	HIGH	VERY HIGH	VERY HIGH