

Te Tuhi Risk Analysis Management Safety Checklist for Group Visits

The checklist identifies all possible risks and provides safety guidelines for groups taking part in Te Tuhi School Education Programmes. The following is a general guide only and we strongly advise a familiarisation visit. Our Education staff are happy to meet with you at this time.

Supervision of children and young people.

Please carry lists of children and young people at all times. Ensure that supervising adults are fully briefed as to their responsibilities. We require the below ratios of adult to children and young people. Children and young people must remain in groups with their accompanying adults at all times

Years 1 – 4	1:6
Years 5 – 7	1:7
Years 8 – 10	1:10
Year 11 – 13	1:25

Emergency procedures and first aid

Risk	Fire and earthquake.
Management	Emergency evacuation – this is signalled by an unmistakable warning sound. Gallery staff will provide directions and assistance during evacuations. Identify those who need special assistance and inform a gallery staff member. Keep your students calm – walk don't run. Gallery staff will direct you and your group to assembly areas. If relevant, check your roll and report anyone unaccounted for to the Gallery fire wardens.
Emergency	Staff trained in first aid. For minor injuries – first aid kit at gallery front of house. Major injuries call 111.
Risk	Accidents and illness.
Management	Please ask gallery staff member for trained first aid assistance. Any risk in studio-based sessions will be minimised by the programme's design and supervision. Students needing medication should have a supervising adult with the required medication.
Emergency	Staff trained in first aid. For minor injuries – first aid kit at gallery front of house. Major injuries call 111.

Internal Art Gallery environment

Risk	Security of personal belongings.
Management	Wherever possible, do not bring valuables. Schools: we request bringing as few belongings as possible. The Checklist for a Successful Visit gives the specifics of what you are allowed to bring. Care should be taken to avoid slips and trips by ensuring students walk at normal pace and watch where they are going. Care should be taken on entry and exiting the gallery glass front doors and around objects in the galleries and classroom.
Emergency	Staff trained in first aid. For minor injuries – first aid kit at gallery front of house. Major injuries call 111.

External environment

Risk	Pedestrians encounter vehicle traffic on main road at the front of Te Tuhi and car park behind Te Tuhi.
Management	The pre-visit information we supply you with includes a map of the Gallery and its environs. Bus stops, assembly points and pedestrian crossing are marked on this map. Care should be taken as students move from buses to the gallery and pedestrian crossing should be used by school groups crossing the road.
Emergency	Staff trained in first aid. For minor injuries – first aid kit at gallery front of house. Major injuries call 111.

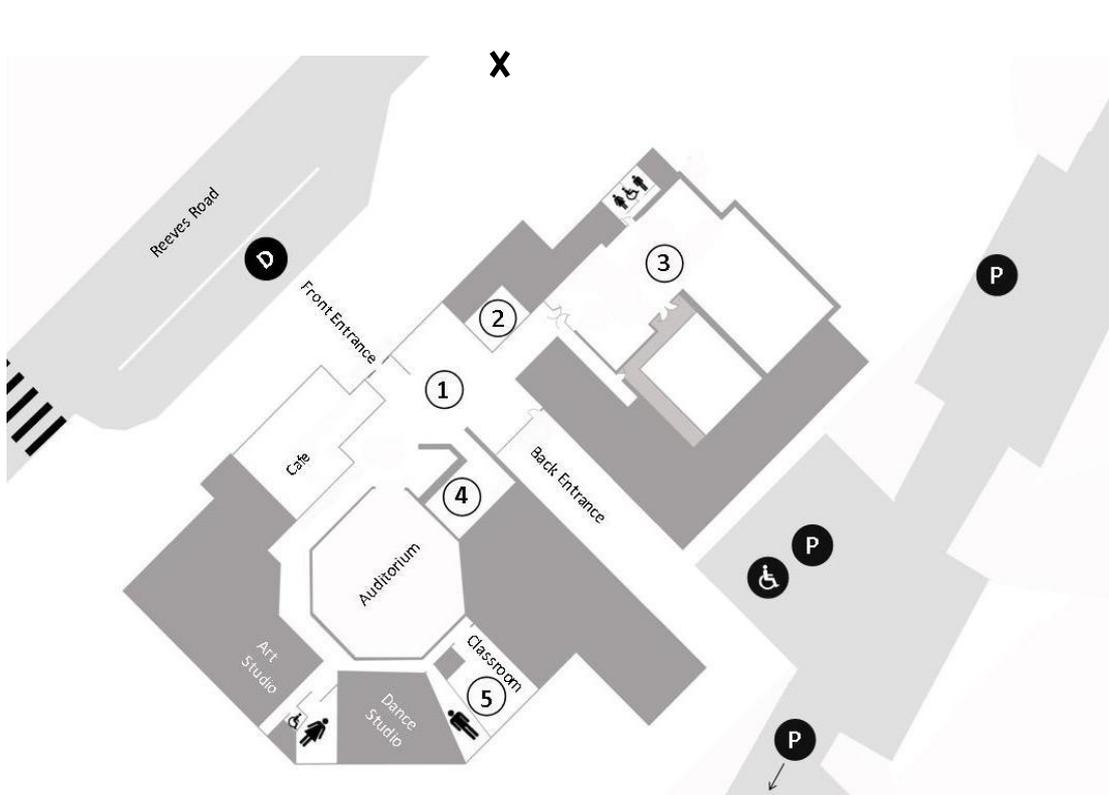
Location Map

Pakuranga, Auckland



- T** Te Tuhi
- P** Parking
- 1** Pakuranga Library
- 2** Westfield Mall / Food Court
- 3** Reserve / Playground

Te Tuhi Grounds



- 1** Foyer
- 2** Reception
- 3** Main Galleries
- 4** Project Space
- 5** Classroom
- D** Drop off zone only
- P** Parking
- ♿** Mobility parking bay
- ||** Pedestrian crossing
- X** Evacuation assembly point

Year 1 – 8 Primary and Intermediate Checklist for a Successful Visit

This quick checklist will help make your visit an enjoyable experience for both teachers and students. Please tick each circle when complete.

Prior to arrival

All teachers with students in the programme should have received and read through the following documents:

- Booking confirmation. Check information is correct.
- Teachers Pack. A description of the programme including curriculum links, links for pre-visit material, post visit ideas, a RAMs form and a map of the Gallery and surrounds.
- Programme schedule. Where and when for your group.

You will need to organise

Parents and other helpers for the visit. Adult supervision is essential at all times. The following adult : student ratio apply:

Years 1 – 4	1:6
Years 5 – 7	1:7
Years 8 – 10	1:10

Discuss the following guidelines with your group:

- Works of art and their frames cannot be touched (a 'keep one metre away' rule works well).
- Always move carefully when in the Gallery. Walk only, and be aware of what is around you at all times.
- The Gallery is a shared public space so please behave considerately to people around you.
- If you would like to take photographs during your visit please check with your host upon arrival (in some cases works cannot be photographed). Always turn your flash off in the Gallery.

On the day

- Ensure students wear legible name tags.
- Food and drink is to be consumed prior to or post programme session. Water bottles are welcome in the art studio only.
- All cell phones must be turned off – emergency use only.
- Payment. If your booked programme includes material costs we prefer to invoice your school after your visit. If you need to pay by cheque, you can do so on the day. Speak to the cashier while you are at the Gallery to clarify your choice, and to give exact student numbers for your visit.

Te Tuhi

Learning Experiences Outside the Classroom

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