

HOTA Theatre, Gallery and Visual Arts Education

RISK ASSESMENT GUIDE



Introduction

The information provided in this Risk Assessment Guide is to support you with planning your group's upcoming visit to HOTA..

Teachers should make themselves aware of the hazards associated with traffic, crossing roads and alighting from or boarding transport in the HOTA carpark and bus zones. Please be mindful of exposure to weather conditions if spending time outdoors at the HOTA precinct, ensuring sun safe measures and active supervision of students at all times.

It is the responsibility of those bringing the group to be aware of any medical or behaviour issues of those in their care, and maintenance of safe and appropriate behaviour for their group during their visit to HOTA Gallery.

Your safety is important to us. We will have enhanced health and hygiene measures in place, following strict QLD Government guidelines and based on expert public health advice. Referencing the National COVID-19 Safe Work Principles, HOTA has developed a COVID Safe Plan to guide and ensure that our workplace remains healthy and safe. A copy of the COVID-Safe Plan can be found here:

<https://www.hota.com.au/wp-content/uploads/2021/01/HOTA-Home-of-the-Arts-COVID-Safe-Site-Plan-V3.pdf>

Accessibility and Supervision

Teachers and accompanying adults are responsible for ongoing supervision of students at all times.

Students are expected to have a responsible attitude and to show respect for the building, its contents, the artwork, our staff and other visitors. Please ensure care is taken when moving around the galleries. Do not touch artworks. Keep movement to a walking pace. Please leave all food and drink in the cloakroom, and if sketching please only use pencil. Photography is allowed, without the use of flash, tripods and selfie sticks, except for some special exhibitions as signed.

Inside the theatre photography and video is not permitted during a show. Please share your experience at HOTA on our social media platforms.

Appropriate numbers of supervisors should accompany each group and ensure active supervision of students at all times.



The minimum required adult to student ratio is as follows:

Pre-prep and Prep 1:8

Primary School 1:12

Secondary School 1:15

All public access areas of HOTA are wheelchair accessible. Wheelchairs are also available on request from the Gallery Ground floor foyer. Accessible toilets are located on each floor of HOTA Gallery. An entry ramp to the HOTA Central is located on the left of the entry stairs, with accessible toilets located in the foyer.

Find out more about Accessibility at HOTA here: <https://hota.com.au/accessibility/>

First Aid

HOTA has trained First Aid staff who are always available to treat visitors and staff as required. First aid kits are located at HOTA Gallery foyer reception and the Studio on Level 1, and at HOTA Central at the Hello Desk.

Please inform HOTA Gallery staff should a first aid situation arise during your visit. In the unlikely event of an emergency or severe medical issue HOTA Gallery will contact the Queensland Ambulance Service for assessment and patient transfer where appropriate.

Fire Safety and Emergency Evacuation

In the case of an emergency a HOTA staff member will advise and direct all visitors on appropriate action. Emergency alert and evacuation tones systems are in place at HOTA. HOTA staff will provide direction to the supervisor in charge of the group and this person is responsible for ensuring compliance with the directions by all students. Lifts should not be used in a fire emergency.

For further information please contact hotaeducation@experiencegoldcoast.com or call (07) 5588 4000. We look forward to welcoming you to HOTA Gallery and hope you enjoy your visit with us.

RISK ASSESSMENT

Venue and Safety Information				
Venue		Home of the Arts, 135 Bundall Road, Surfers Paradise, QLD, 4217		
Contact		E: hotaeducation@experiencegoldcoast.com P: 07 5588 4000 W: http://www.hota.com.au		
Insurance		Does the venue have public liability insurance cover? YES		
Activity / Program	Group details	Staff	Potential Risks	Control Strategies
Responding Tour: Art educator-led gallery tour	Pre-Prep-12 students	School staff	Safe entry to HOTA Gallery	Group access to HOTA Gallery is via the lower ground floor. There is an undercroft along the side of the gallery to assemble safely, and in the event of wet weather before entering the gallery.
		School staff HOTA Gallery Educators HOTA Visitor Services Officers (VSO) HOTA Front of House staff HOTA Ambassadors	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> at least one teacher/adult for every 8 students in Pre-Prep and Prep at least one teacher/adult for every 12 students in Years 1 - 6 at least one teacher/adult for every 15 students in Years 7 -12 Supervising teachers move at the rear of group. HOTA Gallery VSO's moving throughout the gallery spaces.
		School staff HOTA Gallery Educators HOTA Visitor Services Officers	Damage to artworks	The following appropriate level of supervision: <ul style="list-style-type: none"> at least one teacher/adult for every 8 students in Pre-Prep and Prep at least one teacher/adult for every 12 students in Years

		HOTA Front of House staff HOTA Ambassadors		<p>1 - 6</p> <ul style="list-style-type: none"> at least one teacher/adult for every 15 students in Years <p>7 -12</p> <p>Supervising teachers move at the rear of group. HOTA Gallery VSO's moving throughout the gallery spaces.</p>
		School staff HOTA Gallery Educators HOTA Visitor Services Officers HOTA Front of House staff HOTA Ambassadors	Injury from artworks or gallery space	<p>HOTA Educators inform teachers and students upon entering gallery spaces about potential hazards. School staff are requested to inform HOTA Educators prior to their visit about student health conditions that may be impacted by their viewing of the art (e.g.Epilepsy).</p> <p>HOTA VSO's and HOTA Ambassadors assist visitors with navigating artworks or spaces if required.</p>
Responding & Making: Art educator led responding and art-making workshop in the Studio	Pre-Prep-12 students	HOTA Educators	Injury from artmaking equipment and materials	<p>HOTA Educators provide safety and instruction briefing before activities.</p> <p>Safety Data Sheets will be maintained and accessible. Materials used are age appropriate. Safety scissors to be used with junior students.</p>
		HOTA Educators HOTA Staff	First Aid	<p>First Aid Officers include HOTA's Administration Officer, Registration Officer and Education Coordinator. First Aid kits are located at HOTA Gallery foyer reception and the Studio on Level 1, and at HOTA Central at the Hello Desk.</p>
		School staff HOTA Gallery Educators HOTA Visitor Services Officers HOTA Front of House staff HOTA Ambassadors	Interference from members of the public	<p>The following appropriate level of supervision:</p> <ul style="list-style-type: none"> at least one teacher/adult for every 8 students in Pre-Prep and Prep at least one teacher/adult for every 12 students in Years <p>1 - 6</p> <ul style="list-style-type: none"> at least one teacher/adult for every 15 students in Years <p>7 -12</p>

				Supervising teachers move at the rear of group. HOTA Gallery VSO's moving throughout the gallery spaces.
		HOTA Fire Warden HOTA Visitor Services Officers HOTA Front of House staff	Emergency Evacuation	HOTA Education Coordinator, VSOs and Front of House staff are all trained in Emergency Evacuation procedures. Teachers and students will be made aware of signage and the Evacuation procedure.
Self-guided Visits	Pre-Prep-12 students	School staff HOTA Visitor Services Officers HOTA Front of House staff	Safety Briefing	Schools to cloak belongings in trolleys at HOTA Gallery Lower Ground Floor reception. HOTA Front of House staff provides a welcome and safety, visitor guidelines briefing before each group enter galleries. HOTA Risk Assessment Guide provided and read by supervising staff.
		School staff HOTA Visitor Services Officers HOTA Ambassadors HOTA Front of House staff	Interference from members of the public	The following appropriate level of supervision: <ul style="list-style-type: none"> • at least one teacher/adult for every 8 students in Pre-Prep and Prep • at least one teacher/adult for every 12 students in Years 1 - 6 • at least one teacher/adult for every 15 students in Years 7 -12 Supervising teachers move at the rear of group. HOTA Gallery VSO's and Ambassadors moving throughout the gallery spaces. HOTA Front of House staff available for contact.
		School staff HOTA Visitor Services Officers HOTA Front of House staff	Damage to artworks	The following appropriate level of supervision: <ul style="list-style-type: none"> • at least one teacher/adult for every 8 students in Pre-Prep and Prep • at least one teacher/adult for every 12 students in Years 1 - 6

				<ul style="list-style-type: none"> at least one teacher/adult for every 15 students in Years 7 -12 <p>Supervising teachers move at the rear of group. HOTA Gallery VSO's moving throughout the gallery spaces.</p>
		HOTA Staff	First Aid	First Aid Officers include HOTA's First Aid Officers include HOTA's Administration Officer, Registration Officer and Education Coordinator. First Aid kits are located at HOTA Gallery foyer reception and the Studio on Level 1, and at HOTA Central at the Hello Desk.
		HOTA Visitor Services Officers HOTA Front of House staff	Emergency Evacuation	Schools to follow instructions of HOTA VSO's and Front of House staff.
Making and Responding: Professional Company Led practical workshop	Pre-Prep-Year 12 students	HOTA Staff Company Members HOTA Visitor Services	Injury from practical workshop	<p>HOTA Educators provide safety and instruction briefing before activities. Safety Data Sheets will be maintained and accessible.</p> <p>Trained facilitator to deliver age appropriate movements and ensure appropriate warm up is conducted prior to undertaking physical activities. A registered teacher or an adult supervisor (working under the direct supervision of a registered teacher), with competence (knowledge and skills) in drama activities.</p> <p>An adult supervisor with qualifications in dance working under the direct supervision of a registered teacher</p> <ul style="list-style-type: none"> Use a performance space is flat, free from stones and loose objects, with even, firm

				<p>and not slippery floors and be large enough to accommodate the dance activity safely. Use a sprung wooden floor if available.</p> <ul style="list-style-type: none"> • Forward-plan to ensure rehearsal workload is not increased dramatically in preparation for performances to avoid the risk of overuse injury • Students should wear appropriate clothing and footwear suitable to the dance activity and the floor surface • Monitor students for signs of distress (e.g. fatigue, illness, dehydration) <p>The following appropriate level of supervision:</p> <ul style="list-style-type: none"> • at least one teacher/adult for every 12 students in Years 1 - 6 • at least one teacher/adult for every 15 students in Years 7 -12
		HOTA Staff HOTA Visitor Service Officers	First Aid	First Aid Officers include HOTA's First Aid Officers include HOTA's Administration Officer, Registration Officer and Education Coordinator. First Aid kits are located at HOTA Central at the Hello Desk.
Making and Responding: Theatre Tours	Primary and Secondary students	HOTA Staff School staff HOTA Visitor Services Officers HOTA Front of House staff HOTA Technical Staff	Injury from theatre lighting, props or rigging in stage space	HOTA Educators provide safety and instruction briefing before activities. Safety Data Sheets will be maintained and accessible. Ensure students are aware of the safety aspects involved in using sound equipment (e.g. electrical cords secured to the floor, tangle-free, connected correctly)

				<p>When working with sets, inform students of safe lifting and construction practices. Ensure sets are safe to move on and around</p> <p>The following appropriate level of supervision:</p> <ul style="list-style-type: none"> at least one teacher/adult for every 12 students in Years 1 - 6 at least one teacher/adult for every 15 students in Years 7 -12
		<p>HOTA Fire Warden HOTA Visitor Services Officers HOTA Front of House staff</p>	Emergency Evacuation	<p>HOTA Education Coordinator, VSOs and Front of House staff are all trained in Emergency Evacuation procedures. Teachers and students will be made aware of signage and the Evacuation procedure.</p>
Theatre: Live Performances	Pre-Prep-12 students	<p>School staff HOTA Visitor Services Officers HOTA Front of House staff</p>	Technical and Production aspects of shows	<p>Warn all participants and attendees when a fog machine or strobe lighting is to be used. Pre-visit preparation to familiarise with the HOTA social story resource.</p>

Equipment	<p>Gallery: Scissors, cutting tools, PVA glue, glue guns, iPads, art materials, etc Theatre: smoke machines, electrical cords, lighting, rigging, screens, props, dance floor surface etc. Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? YES</p>
Supervision/Services	<p>Will school staff and HOTA Educators supervise all art-making, or practical performance workshops and sessions? YES</p>
Access	<p>Is access to, and exits from, the premises safe and without risk to health? YES Is the venue wheelchair accessible? YES Are accessible toilets available? YES</p>

Emergencies	Are emergency procedures in place at the venue? YES Are staff trained to deal with emergencies? YES
Construction/Maintenance	Are licensed personnel used for all construction, maintenance, and repair work? YES
First Aid	Are first aid kits available for each activity? YES Is there a trained first aid officer at the venue? YES Is a first aid room available? NO
Child Protection	Do the employees, paid and unpaid of your organisation engaged in child-related employment possess a current Queensland Blue Card – Working with Children Check? YES Does the organisation have a current Working with Children and Young People Safety Policy? YES Does the organisation have a Child Safety Officer on staff? YES

Please note that the information above was current December 2020. It has been provided to assist in the risk management planning for excursions at HOTA Gallery.

If further information is required, please contact the venue directly on **(07) 5588 4000**.