

Penrith Regional Gallery Risk Assessment and Management- Excursions

Risk assessment and management - Excursions	
Organisation	Penrith Regional Gallery
Location	86 River Road, Emu Plains NSW 2750
Contact Details	Phone number: 02 4735 1100 Email: gallery.learn@penrith.city
Public Liability Insurer	Self-insured by Willis Towers Watson in conjunction with the Civic Centre (copy available on request) Expiry Date: 31 October 2025
Transport	Bus: Small bus turning bay in Gallery car park. Larger buses to set down and pick up on River Road. Train: 27-minute walk from Emu Plains station Car: Set down and pick up area in Gallery car park
Access & Special Facilities	Site access is on ground level. Public spaces and galleries are wheelchair accessible

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Entering and exiting site	Pedestrian/student injury. Bus accident	Moderate	Supervising Teacher to communicate to bus driver to park on the Gallery side of River Road. Road safety prompts by school staff prior to crossing road if required. Use of high-vis vests. Access to site through the Entrance gate and straight to grassed area (School Meeting Point on Site Map) to prevent the need for children to access driveway.	Supervising teachers and school staff	Upon entering and exiting site
Walking through Heritage site	Uneven sandstone flagging, paving stones, and garden paths.	Moderate	Gallery education staff and Volunteers, along with teachers to assist in the negotiation of gardens and veranda areas. Visitors to wear fully enclosed shoes.	Led by Gallery learning staff with support from Volunteers and teachers	Ongoing throughout excursion and discussions about appropriate footwear beforehand.

Walking through Heritage site and Gallery spaces	Damage to artworks, artwork trip hazards and sharp objects	Moderate	Explicit instructions regarding interaction in spaces and with artwork preservation/safety. Volunteer invigilation in relevant spaces with visuals where appropriate.	Led by Gallery learning staff with support from volunteers and teachers	Instructions at Welcome, and management throughout excursion duration
Walking through Heritage site	Water – fountains and ponds	Low	Explicit identification of water features	Gallery learning staff and volunteers to identify	During garden tours and walkthrough of site
Walking through Heritage site	Sun and heat hazard e.g. Sunburn, heat exhaustion, dehydration	Moderate	Practice sun safety principles (wearing sunscreen, utilising shade where possible, wearing long sleeves and a hat, keeping hydrated). Visitors to bring a bottle of water.	All people involved and prompted by teachers and school staff. Shade to be identified by Gallery learning staff	Throughout outdoor and garden locations where applicable
Walking through Heritage site (wet weather)	Slips, trips, and falls	Moderate	Use of undercover areas/walkways and umbrellas. Wet weather plan for all activities. Reminders to walk safely and slowly	Plan to be developed by Gallery learning staff and communicated to supervising teacher. Reminders by all adults	During excursion duration when applicable
Walking through Heritage site	Insect bites and stings	Moderate	Wearing of long sleeves and use of insect repellent if required.	Teachers and school staff to inform students and prepare health	Preparation of required medications and paperwork beforehand.

			Awareness of student allergies and medication	Care plans as required before arriving on site	Prompts during site visit
Walking through Heritage site	Snakes	Moderate	Explicit instructions to avoid, be aware and not engage with snakes when sighted. First aid officer present at Gallery	Discussion with students by supervising teacher and support from Gallery learning staff when on site	Discussion before arrival on site and reminder when entering site
Walking through Heritage site (seasonal hazard)	Falling bunya nuts	Moderate	Gallery staff to instruct group on areas to avoid. Area beneath trees closed and signage in place.	All visitors to the site including school staff	Ongoing throughout excursion.
Artmaking workshop	Consumable materials (paints, glues) and sharps hazards (scissors)	Moderate	All materials used are non-toxic, and tools are well maintained. Safety equipment is provided where necessary. Students instructed on correct use of tools and the WHS requirement for working in an art studio. First aid officer present at Gallery	Led by Gallery learning staff with support from Volunteers and teachers.	Throughout workshop duration in Sonia Farley Studios
Other: onsite presence	Fire	Moderate	Fire evacuation system in place. Gallery staff	Chief fire warden is responsible for management of evacuation with	During entire time on site.

			trained and back-to-base monitoring	support from assistant wardens.	
Other: onsite presence	Injury requiring first aid	Moderate	Trained first aid officer on site with first aid kits in staff kitchen and studios. Defibrillator outside staff kitchen, present, accessible, and operational	First aid officer and monitored by Gallery learning and School staff	During entire time on site
Other: onsite presence	Student medical needs e.g. asthma, nut allergies, allergies leading to severe reactions such as anaphylaxis etc.	High	Students with known allergy or condition requiring medication and treatments must have plan and medication present with students on the day (i.e. adrenalin, EpiPen™ dispensers, inhalers)	School staff to organise and bring medication with plans, as well as additional first aid kits	During entire time on site
Other: onsite presence	Student gets lost/separated from their group.	Moderate	Gallery learning staff to brief students and teachers on safely moving around Gallery site during welcome. Teachers to conduct head counts when arriving and leaving site.	School staff and Gallery learning staff	During entire time on site

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review		
Plan prepared by:	Pheany Ban, Gallery Administrator Gemma Mckenzie-Booth, Learning Coordinator	Date: 3/04/2025
Plan approved by:	Ernest Aaron	Date: 7/04/2025
Review date:	October 2025	