

Risk Assessment for groups of students visiting the NPG

General environment

The purpose of the National Portrait Gallery is to increase the understanding and appreciation of the Australian people – their identity, history, culture, creativity and diversity – through portraiture.

The Gallery building, situated on King Edward Terrace, Parkes, Canberra, bounded by the High Court of Australia, Questacon and the National Gallery of Australia, displays some 400 portraits of people who have shaped, and continue to shape, Australia.

The most significant building to be constructed in the Parliamentary precinct for over twenty years, the Gallery opened to the public on 4 December 2008.

Home to the nation's portrait collection, the Gallery comprises exhibition spaces for the Collection and temporary exhibitions, public areas including a café, shop, function room, theatre, and education studio.

The NPG spaces are shared by the public, education groups and corporate clients. A series of vibrant exhibitions, public and education programs and events take place daily.

The Gallery is open daily 10.00am to 5.00 pm except 25 December. Admission is free except for some special exhibitions where a charge may apply.

Access and Learning team members and Security Officers, trained in first aid and other public safety requirements, are readily available in the public spaces. The Gallery has public liability insurance through the Australian Government's insurer, Comcover.

More information about the Gallery, its collections and portraiture in Australia and around the world can found at www.portrait.gov.au.

Services offered

The Gallery offers a wide range of educational programs designed for all levels of formal education from pre-school to tertiary. Drawing on the richness of the Gallery Collection the programs acknowledge national curriculum and emphasise visual art, history, English, civics and citizenship.

Drawing materials are supplied by Gallery staff for use in program activities.

Access to the Gallery

The Gallery is located on King Edward Terrace, Parkes, Canberra, in the Parliamentary precinct. All the exhibition spaces, cafe and shop are on ground level.

A limited number of wheelchairs are available, on a first come first served basis. Registered assistance animals are welcome at the Gallery. Hearing loop facilities are provided in the Liangis Theatre and Terrace Rooms where public programs are presented regularly. Groups arriving in cars have sheltered access from the public car park.

Special clothing or equipment

No special clothing or equipment is required inside the Gallery. Stools and cushions are available for student use. Shelter is not provided at the Gallery's bus drop off point. However, some shelter is available immediately outside the main entrance where teachers and students can gather prior to entry.

Security

Access and Learning staff delivering programs undergo a police check and have Working with Vulnerable People registration.

Risk assessment

While the Gallery building and its surrounds are generally safe, the table below outlines some of the potential hazards and the likelihood of the hazard occurring.

The Gallery manages the hazards and requests groups to observe the acceptable level of teacher/minder/carer: student ratio (1:15) to ensure adequate supervision and safety for all people and works of art on display.

Risk rating table*

#	Risk description	Likelihood
1	Fold up stools and other furniture/equipment might cause injury to student/s due to misuse or abuse	Moderate
2	Student/s might fall/slip/trip on wet floors	Rare
3	Student/s might climb and fall off the landscaping barriers/walls resulting in injury	Rare
4	Student/s might get separated/lost from main tour group	Rare
5	Student/s might fall off studio balcony if furniture is left close to barrier/hand rail	Rare
6	Studio equipment and material used might pose risks to the health and safety of touring students	Rare

* Current as on May 2017

Existing risk management procedures

The Gallery has few known hazards and/or obstacles to be negotiated by visitors and everything reasonable has been undertaken to minimise these risks.

Emergency situations are managed by trained NPG staff and Security Officers. All procedures and equipment are tested regularly in accordance with mandatory government requirements. In the event of an emergency, fire or otherwise, an alert tone will be heard. The Learning Facilitator is the designated Warden for guided tours of students, teachers and carers and accordingly their instructions should be followed. Those groups on self-guided tours should follow instructions from the public address system and/or NPG staff and Security Officers and proceed to the designated evacuation area outside as directed.

Recommendations before your visit

Prior to the visit, teachers/carers should brief their students about expectations of behaviour in the Gallery environment as detailed below:

- Still photography is permitted in the National Portrait Gallery
- Flash photography and video photography is not permitted
- It is preferred students do not take photographs when participating in a booked program
Teachers are able to photograph their students when participating in a booked program
- Touching any of the art works is not permitted because this will damage the work
- No running in the Gallery is permitted as this may be problematic for the safety of the art work, and other visitors
- No leaning, resting or sitting on walls, art works, plinths or display cases in the galleries. There are seats located throughout the galleries and stools are provided for booked groups
- 2B or 4B pencils and paper are the only drawing materials allowed in the galleries, for use by booked formal learning groups under supervision by NPG Education staff only
- No felt pens, ballpoint pens or felt-tipped pens are permitted by any group as these contain ink that is difficult to remove from most surfaces.
- Water bottles or food, including chewing gum, are not permitted in the galleries
- Mobile phones are not to be used in the Gallery as they disrupt the experience of other visitors
- Back packs are not permitted unless carried on the front, not the back or the side when in the gallery

If you require any clarification please contact the NPG Bookings Officer in advance of your booked visit. bookings@npg.gov.au 02 6102 7070.

Other enquiries should be directed to Director Learning and Visitor Experience, National Portrait Gallery 02 6102 7060.