

Risk and Management Safety Checklist for Learning Programme Visits

The checklist identifies hazards and provides safety guidelines for groups taking part in Whirinaki Whare Taonga Learning Programmes.

The following is a general guide only and we strongly suggest a familiarisation visit.

Our Learning Programmes Specialist is happy to meet with you or discuss any queries you may have prior to your visit.

A copy of this document is available on our website.

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.

Children and young people must remain in groups with their accompanying adults at all times.

Emergency Procedures and First Aid

Hazards: Fire, earthquake, bomb alert.

Controls: Emergency evacuation – this is signalled by an unmistakable warning sound. Gallery guides will provide directions and assistance during evacuations. Identify those who need special assistance and inform the Learning Programmes Specialist. Keep your students calm – walk, don't run. The Learning Programme Specialist will direct you and your group to assembly areas. If relevant, check your roll and report anyone unaccounted for to the Learning Programmes Specialist.

Hazards: Accidents and illness.

Controls: Please ask a gallery front of house or Learning Programme Specialist for trained first aid assistance. Any risks in workshop-based sessions are minimised by the programme's design and supervision.

External Environment

Hazards: Pedestrians amidst vehicle traffic flow on Fergusson Drive.

Controls: A map is located at the bottom of this document and is included in educational resources.

While the H2O Xtream upgrade project is under construction, buses can drop off and collect students from the front of Upper Hutt City Council building. Students will then need to be walked down the path between the Upper Hutt City Council building and Whirinaki Whare Taonga and enter through the back entrance.



Hazards: If traveling by bus, moving groups from the front of Fergusson Drive to back entrance, chance of intersecting with traffic or public.

Controls: Children and young people must remain in groups with their accompanying adults at all times and be supervised when leaving the bus and moving to the back of the building.

Learning Programmes Specialist will meet you at the back entrance.

Hazards: Due to construction, pedestrian, and footpath access on the corner of Fergusson Drive and Blenheim Street are temporarily closed.

Controls: If walking on foot, use Fergusson Drive pedestrian crossing outside Dwight's Canvas and temporary pedestrian crossing outside Whirinaki Whare Taonga.

The classroom can be accessed through the alleyway alongside the building.

The Learning Programmes Specialist will meet you at the front of back exit of the building, depending on the way you enter the building.



Hazards: Groups gather outside the Gallery. Wet weather could result in a slippery surface on the paved areas.

Controls: The pre-visit information we supply you with includes instructions for group assembly that minimise risk. Please ensure supervisors are familiar with where to gather. With children and young people, please ensure supervisors are constantly in charge of their students whilst in this space.

Internal Art Gallery Environment

Hazards: Security of personal belongings.

Controls: Wherever possible, do not bring valuables. Schools: We request bringing as few belongings as possible. The Learning Programmes Specialist will show you where to put your belongings.

Hazards: Stairs and lifts

Controls: Accompanying adults must carefully supervise children and young people. All gallery spaces, the creative workshop and toilets are accessible. Lifts are only to be used by those with limited mobility.

Hazards: Access to building for people with limited mobility.

-Controls: All galleries and facilities are wheelchair accessible with the exception of the Green Room on Level 3. Assistance dogs are welcome.

Hazards: Tripping and slipping

Controls: All stairs have handrails. Students and schoolteachers are to take care to avoid slips and trips by ensuring that they walk, not run, and are mindful of where they are going and of other people around them.

