



Risk Assessment for visiting school groups to Anzac Square Memorial Galleries

The information within this document is intended as a guide only, to assist you with planning your visit Anzac Square Memorial Galleries. It is the responsibility of those bringing a group to Anzac Square Memorial Galleries to be aware of the health and safety of all those in their care. Staff at Anzac Square Memorial Galleries hold current Blue cards and working with children checks, but do not have duty of care for visiting school students. Group supervisors and leaders are responsible for modelling safe and appropriate behaviour expectations for the members of their groups.

Supervision

Teachers and accompanying supervisors are required to supervise their students throughout the entire visit. The supervising teacher in charge holds the responsibility to maintain control of the group to ensure student safety. Teachers/supervisors in charge are responsible for ensuring that other staff or supervising accompanying adults are fully briefed on safety and information about the Anzac Square Memorial Galleries and associated spaces prior to arrival.

Adult supervisors and teachers should be aware of specific behavioural or medical conditions affecting individual group members. As would be expected, care should be taken when using the stairs surrounding Anzac Square. Please ensure that group members always walk within the spaces whilst visiting. This will reduce the chance of injury and reduces the likelihood of damage to collection items and memorial plaques. Appropriate numbers of supervisors should accompany each group and supervisors should always remain with the group.

The minimum required adult to student/child ratio is suggested as follows:

Kindergarten and Prep 1:3
Primary school 1:5
Middle school 1:10
Senior school 1:15

First Aid

All staff at Anzac Square Memorial Galleries are first aid trained and are always available to treat visitors, staff and contractors at Anzac Square Memorial Galleries. There is a stocked first aid treatment room on site. We ask that you inform staff should a first aid/medical situation arise during your visit. A supervisor from the group is required to remain with the sick/injured group member. In the event of a major illness or injury, Anzac Square Memorial Galleries will recommend the Queensland Ambulance Service.



Fire Safety and Emergency Evacuation

Fully trained Emergency Wardens and Assistant Wardens have the responsibility to direct visitors and staff in emergency situations at Anzac Square Memorial Galleries. Clearly marked emergency exit signs are located throughout the galleries. Emergency alert tone and evacuation alarm systems are in place. Visitors and staff are to follow the instructions of the trained Emergency Wardens and Assistant Wardens should an emergency arise or if evacuation of the building is deemed necessary. Should the emergency alert tone or the evacuation alarm sound during your visit, the group leader/supervisor would be directed by the Emergency Warden or Assistant Warden stationed in your vicinity. The group leader/supervisor is responsible for directing their group members in accordance with the instructions given by the Emergency Warden or Assistant Warden. Lifts should not be used in a fire emergency.

General

Food and drink cannot be consumed inside the galleries. There are limited external wet weather/protected areas for school groups to eat their lunches. We recommend hats, sunscreen and appropriate sun protection if schools plan to bring lunch to eat outside on the day of their visit. Please note that use of the Anzac Square parklands is managed through Brisbane City Council. Helpful information can be found on the [Brisbane City Council Website](#). The Gallery is wheelchair accessible and toilet facilities, including disabled toilets, are located inside. Temperature and humidity levels within the Gallery are maintained at a controlled setting. Suitable clothing and footwear should be worn during your visit. Anzac Square Memorial Galleries has public liability insurance.

If further information is required, please contact Anzac Square Memorial Galleries:

Email: anzacsquare@slq.qld.gov.au

Phone: 0466 922 259

Website: www.anzacsquare.slq.qld.gov.au

We look forward to welcoming you and we hope that you enjoy your visit.

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