



3D Trick Art Gallery Risk Analysis and Management (RAMs) Form **School Visits**

Students visiting the Gallery

We ask please that these guidelines be shared with every member of your group.

- Must understand the potential hazards within the gallery and be aware of the appropriate behavior expected.
- Must understand the importance of listening to staff members and teachers and following instruction.
- Students and teachers are not permitted to bring food or drinks into the gallery.
- Student to teacher ratio must meet their schools' policy. We recommend students below 10 years to be accompanied by a ratio of 1 teacher to 10 students. For students over the age of 10 we recommend a ratio of 1 teacher for every 20 students. Teachers accompanied by an infant should not be included in this ratio.

Policies and Guidelines

- Emergency and Evacuation procedures are explained to all individuals and are listed throughout the gallery.
- Our first Aid kit is kept at receptions and is easily accessible.
- There is always a member of staff on site with first aid training.
- All staff are aware and trained in procedures concerning evacuation and emergency situations.
- All staff are trained on how to carry out accident reporting.
- All staff are up to date and trained on health and safety requirements and legislation.
- Upon entry school groups will be greeted and briefed on all important information by a member of staff.



Identified Hazard	Causes	Prevention and Management
Personal accident or injury due to slip and fall areas.	Ignoring signage, ignoring instruction or gallery rules, general carelessness, pushing or tripping another person	All walkways and areas of access are clear of obstruction and are well maintained. Signage will be used where necessary. Will fill out accident report.
Emergency situation (for example, natural disaster or fire)	Natural incident, general carelessness, intentional or accidental	Implement emergency procedure, report any intentional behavior, cannot prevent natural disaster, keep flammable substances locked away.
General site safety and maintenance	Carelessness, area is not considered to be out of line with health and safety policies, ignoring signage or company policy	Regular maintenance and visual checks of all site areas, any issues are immediately reported and dealt with, site maintains health and safety standards and policies

This information is for the enjoyment and safety of school groups that are visiting the 3D Trick Art Gallery. We would like to welcome you to the only 3D Trick Art Gallery in New Zealand and thank you for choosing to spend your time with us.

To enhance your 3D Trick Art Gallery experience we ask that you follow our guidelines and recommendations.

For further information or any questions please contact info@3dtrickart.co.nz or call us on : +64 (0) 7 349 0920