

VENUE SAFETY INFORMATION

Venue Name	Canberra Glassworks
Address	11 Wentworth Avenue, Kingston, ACT, 2604
Phone Number	(02) 6260 7005
Email	contactus@canberraglassworks.com
Website	www.canberraglassworks.com
Insurance	Does the venue have public liability cover? Yes it does

Activity/program	Age	Potential Risks List	Current Risk Management Strategy	Risk Rating
<p>Tile-fusing programs</p> <p>Using a clear pre-cut sheet of glass and working with a glass artist you will be guided to arrange coloured glass pieces over the base to form your own design. You may also be shown how to cut glass to form smaller elements for your design. This is then fused in a kiln overnight.</p>	8+	<ul style="list-style-type: none"> • Trips and falls • Possible cuts • Possible particle contaminant 	<ul style="list-style-type: none"> • All student groups are to be accompanied by a teacher and trained Canberra Glassworks staff at all times. • Students are briefed about how to move safely through the site. • Closed toe shoes are required to be worn. • All Canberra Glassworks education staff are registered under the ACT Government's Working with Vulnerable People scheme. • Canberra Glassworks staff hold current first aid certificates. • Facility is well maintained to maximise safety. • Visible safety signage is in place. • Students are provided with personal protection equipment, i.e. safety glasses, masks, sleeves and gloves as required. • Students are given safety precautions on how to handle glass and equipment in order to prevent injury. • If participants are not in compliance with guidance provided, Canberra Glassworks reserves the right to ask the participant to leave the activity area. 	Medium

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Building Tour	All ages	<ul style="list-style-type: none"> • Trips and falls 	<ul style="list-style-type: none"> • Tour groups will proceed under the supervision of trained Canberra Glassworks staff or volunteers. • All student groups are accompanied by a teacher and trained Canberra Glassworks staff at all times. • Facility is well maintained to maximise safety. • Visible safety signage is in place. • Students and other tour groups are briefed about how to move safely through the site. • Students are to follow instructions given by Canberra Glassworks Staff and Group carers. 	Low
		<ul style="list-style-type: none"> • Potential injury caused by climbing over safety barriers, touching electrical equipment, sharp, heavy or hot objects 	<ul style="list-style-type: none"> • Students are to be briefed to move safely in the building by adhering to the following; • keep near handrails and take care whilst using stairs or lift • remain behind safety barriers • not enter areas marked as no access • not touch any objects or electrical equipment 	Low

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Public Safety	All ages	<ul style="list-style-type: none"> • Slips • Spills • Trips • Falls • Bumps • Possible particle contaminant 	<ul style="list-style-type: none"> • Public safety has been built into the design of the building to help prevent potential accidents. • Wherever practicable, non-slip floor treatments are in place. • Where applicable all steps are clearly defined and well maintained to eliminate risk of potential falls. • All stairs maintained in good condition and stair rails fitted where there is a need for extra precaution. • All dangerous materials and equipment stored away from public viewing and touring areas. • Canberra Glassworks ensures that Services are available for the use of visitors with disabilities. • Canberra Glassworks management ensures that amenities are provided for the public and are maintained in accordance with health regulations. • Facility is well maintained to maximise safety. • Visible safety signage is in place. • Safe work practices and good housekeeping procedures. 	Low
	All ages	<ul style="list-style-type: none"> • Risk from traffic accident 	<ul style="list-style-type: none"> • Teachers and accompanying adults are to supervise students while crossing roads and getting on and off buses/coaches. 	Low
		<ul style="list-style-type: none"> • Risk of damage to artwork 	<ul style="list-style-type: none"> • Teachers and carers are to remind students to: <ul style="list-style-type: none"> • Walk instead of run. • Touching the artworks or displays within the foyer, gallery or other display areas within the Canberra Glassworks is not permitted. 	Medium

Equipment – Safety glasses, gloves, sleeves, covered footwear and an apron may be provided (depending on the activity).

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?

Yes

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Suitable Clothing and footwear	Depending on the activity taken, clothing suitable at the Canberra Glassworks includes:	Closed toe shoes	Natural fibre clothing	Long hair tied back
	Tour	required	x	x
	Fusing Activity	required	x	x
	Hotshop	required	required	required
Supervision	<p>All student groups coming onsite during operational hours will be greeted and briefed. School supervising staff are expected to supervise children in their care.</p> <p>Education programs are available with the following staff to student ratios:</p> <ul style="list-style-type: none"> • Preschool 1:6 • Primary 1:10 • Secondary 1:15 • Children aged 8+ can take part in a tile fusing class with the above ratios. • Children aged 5 - 7 taking part in a glass fusing activity must be accompanied 1:1 by a non-Glassworks carer. • Preschool children are welcome to participate in group tours. <p>Teachers are encouraged to visit the Canberra Glassworks prior to the school visit to familiarise themselves with the facilities.</p>			
Services	<p>On arrival your group will be briefed about the exhibition areas and assisted with any other details.</p> <p>Large bags and valuables are not be brought into Canberra Glassworks. Ensure hats and other loose items are stored in bags. There are \$2 coin operated (coin is returned) lockers just off the foyer near reception. Report any lost property to staff at the reception desk.</p>			
Access	<p>Are access to and egress from the premises safe and without risk to health?</p> <p>Is the venue wheelchair accessible?</p> <p>Are disabled toilets available?</p>			<p>Yes</p> <p>Yes</p> <p>Yes</p>
Lunch and break facilities	<p>Please contact Canberra Glassworks directly for suggestions.</p> <p>Teachers and/ or carers are to supervise children at all times. Students are to avoid running in the forecourt as surfaces may be uneven or wet.</p>			
Emergencies	<p>Are emergency procedures in place in the venue?</p> <p>Are staff trained to deal with emergency situations?</p>			<p>Yes</p> <p>Yes</p>
Construction/Maintenance/Repair	<p>Are licensed personnel used for all construction, maintenance and repair work?</p>			<p>Yes</p>

Please note that the information provided above is current as of February 2019. It has been provided by the venue to assist teachers and group leaders in their risk management planning for excursions and is based on a formal internal Risk Management assessment. If further information is required please contact Canberra Glassworks.