

## **Wellington Museum: Risk Management Prevention**

### **Copy: The purpose of Risk Assessment:**

- identify all possible hazards.
- identify measures that will prevent or minimise hazards.
- identify actions that will minimise the extent of injury in the event of accident or someone being harmed.

#### Hazard Identification

#### Prevention & Minimisation

#### Action

<i>Stairs</i>	<p>Outline expectations prior to entering galleries: Walk don't run, Talk don't call out Group to inhabit one gallery at a time</p> <p>Reiterate walking on staircase Juniors proceed in single file with hand on banister</p>	<p>For minor injuries: First aid kit in the Museum reception area. Current first aid certificate held by museum staff.</p> <p>For major injuries phone 111</p>
<i>Road accident</i>	<p>Disclose to teachers prior to their visit that adjacent to both entrances is a road that buses drive through regularly. Educator to reiterate risk from right of way traffic on arrival at museum. Visiting Teachers are solely responsible for student wellbeing outside the museum building.</p>	<p>For minor injuries: First aid kit in the Museum reception area. Current first aid certificate held by museum staff.</p> <p>For major injuries phone 111</p>
<i>Individual medical condition</i>	<p>Specific individual medical needs and treatment plans should be disclosed to museum educators before visiting the Museum.</p> <p>The class teacher is responsible for the specific medical needs of students and for ensuring medication is available.</p>	<p>For minor injuries: First aid kit at Museum reception. Current first aid certificate held by museum staff.</p> <p>Classroom teacher will attend to specific individual medical plan while educator manages students</p> <p>For major injuries phone 111</p>
<i>Student getting lost or exposed to stranger danger</i>	<p>Disclose to teachers prior to their visit that there will members of the public within the spaces we visit.</p> <p>Ensure 1:8 ration is communicated to teachers and that an adult is assigned to student groups.</p> <p>The class teacher is responsible for the overall safety of all students.</p> <p>Students made aware of letting adult know if they leave group and to take a buddy</p>	<p>Muster class. Teacher will conduct a roll check. Identify where student was last seen. Adult supervisors will then search Museum while Teacher manages students. Educator to notify Museum staff and Director.</p> <p>Museum staff to search building. Director to contact police.</p> <p>Teacher will liaise with school and family.</p>
<i>Evacuation of building</i>	<p>Educator to disclose emergency procedures and assembly point at beginning of visit.</p> <p>Class teachers carry class roll and ensure correct student ratio</p> <p>Educator lead group out via closest or quickest exit in event of evacuation</p>	<p>Museum staff lead practiced evacuation procedure.</p> <p>Evacuate using closest stair case to Queens Wharf and assemble under the sails.</p>
<i>Going to the toilet</i>	<p>Ensure teachers are aware visiting students share Museum with public and with tour groups</p> <p>Disclose to students and teachers that students going to the toilet or leaving the main group for whatever reason must tell an adult with their group (not museum staff) and take a buddy.</p> <p>Visiting teachers should know at all times where all their students are</p>	<p>If a student is reported missing muster class so teacher can check roll. Identify where student was last seen. Allocate adults to search the museum.</p> <p>Notify museum staff and if student cannot be located Teacher to liaise with school and family while Museum notifies Police</p>

<i>Cuts</i>	Disclose to teachers prior to their visit if students are to use equipment such as scissors as part of their experience in the museum.	For minor injuries: First aid kit at Museum reception. Current first aid certificate held by museum staff. For major injuries phone 111
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