

Risk Assessment and Management Plan



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>	Outline expectations prior to entering cottage: Walk don't run, talk don't call out. Group to inhabit one room at a time Reiterate safe walking on staircase Juniors to use the banister	For minor injuries First aid kit in the Museum reception area. Current first aid certificate held by museum staff. For major injuries phone 111
<i>Road accident</i>	Disclose to teachers prior to their visit that the bus will pull up at the entrance to the cottage and students will need to assemble on footpath Educator to reiterate need to assemble away from the kerb and to ensure pedestrian access Student safety and well being outside the cottage is the responsibility of the visiting teacher.	For minor injuries First aid kit in the Museum reception area. Current first aid certificate held by museum staff. For major injuries phone 111
<i>Individual medical condition</i>	Specific individual medical needs and treatment plans should be disclosed to museum educators before visiting the Museum. The class teacher is responsible for the specific medical needs of students and for ensuring medication is available.	For minor injuries First aid kit at Museum reception. Current first aid certificate held by museum staff. Classroom teacher will attend to specific individual medical plan while educator manages students For major injuries phone 111
<i>Student lost or exposed to stranger danger</i>	Ensure minimum 1:8 adult student ratio is communicated to teachers. Ensure students and adults are aware that students must communicate with a supervising adult if they leave group and to take a buddy. The class teacher is responsible for student safety and well being.	Muster class. Teacher to conduct a roll check. Identify where student was last seen. Adults search Museum and grounds while teacher manages students. Educator to notify Museum staff and Museums Wellington Director. Museum staff to search building. Museum staff or Director to contact police. Teacher will liaise with school and family.
<i>Evacuation of building or earthquake</i>	Educator to disclose emergency procedures and assembly point at beginning of visit. Class teachers carry class roll and ensure correct adult to student ratio Educator lead group out via closest or quickest exit in event of evacuation	Educator will walk group out via closest or quickest exit in event of evacuation and assemble. Students to stay behind the educator. Bags etc. will be left in the museum. Teacher to mark off roll to ensure all students are out. Museum fire wardens will check all floors. In the event of an earthquake we drop, cover, hold and remain in that position until the educator gives the all clear. In more serious quakes the building warden will give the all clear or advise next steps. Teacher to be aware of nearest Community Emergency Hub (Te Aro school)

<p><i>Going to the toilet or leaving group</i></p>	<p>Disclose to students and teachers that students going to the toilet or leaving the main group must tell an adult with their group (and museum staff) and take a buddy.</p> <p>Visiting teachers should know at all times where all 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 liase with school and family while Museum notifies Police</p>
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