

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 and minimisation | Action |
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| <p><i>Stairs</i></p> | <p>Discuss museum behavior: walking not running, inside voices, keeping behind the educator when moving through the museum and up/down the stairs. Single file on stairs. Students to inform teacher if moving from one floor to another e.g., to use the bathroom</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> |
| <p><i>Road beside museum</i> There is road between the TSB arena and the museum (both entrances). Care needs to be taken when arriving and leaving.</p> | <p>Draw students' and accompanying adults' attention to the road and supervise student crossings. 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> |
| <p><i>Individual medical condition</i></p> | <p>Specific individual medical needs and treatment plans should be disclosed to museum educators via the booking form before visiting the Museum. The visiting 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. For major injuries phone 111</p> |
| <p><i>Student getting lost or exposed to stranger danger</i></p> <p>Note that members of the public will be in the museum with the students.</p> | <p>Ensure 1:8 ratio (primary), 1:15 ratio (secondary) is met 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>Let students know that they need to let an adult know if they leave group. Have students take a buddy with them.</p> | <p>Gather class. Teacher will conduct a roll check. Identify where student was last seen.</p> <p>Adult supervisors will then search Museum while Teacher manages students. Educator to notify Museum staff and Director. Museum staff to search building. If the student is not located, Director to contact police. Teacher will liaise with school and family.</p> |
| <p><i>Evacuation of building or earthquake</i></p> <p>If the building is evacuated, the gathering point is in the square underneath the sails.</p> <p>In the event of an Earthquake – the building is earthquake strengthened and is the most suitable to remain in.</p> | <p>Educator to disclose emergency procedures and assembly point at beginning of visit. Class teachers carry class roll and ensure correct student ratio</p> | <p>Educator will walk group out via closest or quickest exit in event of evacuation to Queens Wharf and assemble under the sails. 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.</p> <p>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.</p> |

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| <p><i>Going to the toilet</i></p> | <p>Ensure teachers are aware visiting students share Museum with public and with tour groups Disclose to students and teachers that students going to the toilet or leaving the main group for what ever reason must tell an adult with their group (not museum staff) and take a buddy. 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. Notify museum staff and if student cannot be located Teacher to liase with school and family while Museum notifies Police</p> |
| <p><i>Cuts and abrasions</i></p> | <p>Disclose to teachers prior to their visit if students are to use equipment such as scissors as part of their experience in the museum.</p> | <p>For minor injuries First aid kit at Museum reception. Current first aid certificate held by museum staff. For major injuries phone 111</p> |