Colonial Cottage Museum
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***
Stairs	Outline expectations upon entering museum: Walk don't run, Talk don't call out Groups to work with supervising adults Reiterate 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
Individual medical condition	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
Student lost or exposed to stranger danger	Disclose to teachers prior to their visit that members of the public share the facility. Ensure minimum 1:8 adult student ratio is communicated to teachers. Ensure students and adults are aware of letting adult know if they leave group and to take a buddy. The class teacher is responsible for the overall safety of all students.	Muster class. Teacher to conduct a roll check. Identify where student was last seen. Adults search Museum and outdoor area immediately adjacent to Museum while Teacher manages students. Educator to notify Museum staff and Director. Museum staff to search building. Director to contact police. Teacher will liaise with school and family.
Evacuation of building	Educator to disclose emergency procedures and assembly point at beginning of visit. Class teachers carry class roll and ensure correct student ratio Educator lead group out via closest or quickest exit in event of evacuation	Museum staff lead practiced evacuation procedure. Evacuate using closest exit. Assemble at lookout adjacent to Botanical Gardens
Going to the toilet	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. Visiting teachers should know at all times where all their students are	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 liaise with school and family while Museum notifies Police