

INFORMATION TO SUPPORT SCHOOLS WITH RISK ASSESSMENT AND MANAGEMENT WHEN VISITING THE OTAGO MUSEUM ON A BOOKED EDUCATION VISIT.

The following Risk Assessment and Management information is provided to help school teachers plan a school excursion involving the Otago Museum. Whilst all possible care will be taken to ensure the safety of students and accompanying adults to the Museum, at all times: Teachers are responsible for their students and accompanying adults whilst on a visit to the Otago Museum.

An electronic copy of the Risk Assessment and Management document can be found at www.otagomuseum.govt.nz

The purpose of risk assessment is to identify:

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control and minimise the extent of an injury.

The definition of “hazard” as defined in the Health and Safety in Employment Act 1992 is:

a) an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and

b) includes

- i. a situation where a person’s behaviour may be an actual or potential cause or source of harm to the person or another person; and
- ii. without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or other temporary condition that affects a person’s behaviour.

All Education Officers who work with school groups are first aid qualified and trained to provide a response in an emergency.

First aid kits are readily accessible in all areas of the Museum and on-call staff are available at all times in the event of an emergency.

Hazard Identification	Elimination, isolation and minimisation	Action if hazard occurs
Student-specific ailment	<p>School teachers are to disclose any medical ailments of individual students prior to the Museum visit/activity.</p> <p>School teachers are to be solely responsible for students and their individual medical needs during their Museum visit/activity, including fieldtrips, ensuring that the required medical aid is on hand.</p>	<p>School teachers are to administer medication based on the students’ individual medical ailments.</p> <p>In an emergency notify an Education Officer who will ensure that emergency services are contacted.</p>
Fire, earthquake, etc	<p>Instruction in safety procedures and the location of the closest fire exits will be given by Education Officers at the beginning of each visit.</p> <p>Education Officers will give specific instructions at the time of the emergency.</p> <p>School teachers are to bring a class list so they can ensure that all students are accounted for after an emergency.</p>	<p>Students and school teachers are to follow the directions and instructions provided by the Education Officers or other trained Otago Museum staff.</p> <p>School teachers are to check that all students are accounted for.</p>

<p>Stairs, lifts Varying floor surfaces Display cases</p>	<p>All stairs have hand rails.</p> <p>Students and school teachers are to take care to avoid slips, trips and collisions with objects, cases, furniture and other visitors by ensuring that they walk when in the Museum and are mindful of where they are going and of other people around them.</p> <p>Light levels are constantly checked by Museum staff.</p> <p>Education staff are trained in first aid.</p>	<p>All collisions with Museum objects, cases, furniture and other visitors are to be reported to the Education Officer or another staff member.</p> <p>For minor accidents, an Education Officer must be notified, first aid will be administered on site and a Record of Accident form will be completed by the Education Officer.</p> <p>For serious accidents, school teachers are to notify an Education Officer or other Museum staff member who will ensure that emergency services are contacted. A record of Accident will be completed by the Education Officer.</p>
<p>Cuts, burns and bruising</p>	<p>Education Officers are to disclose any risks associated with specific practical activities in the 'Programme Risk Management Form'.</p> <p>Education Officers are trained in first aid.</p> <p>Education Officers are to demonstrate the correct and safe way to carry out an activity and use equipment.</p> <p>School teachers and other accompanying adults will assist with the role modelling and supervision of the correct and safe way to carry out an activity and use equipment.</p>	<p>For minor accidents, first aid will be administered on site and a Record of Accident form will be completed by the Education Officer.</p> <p>For serious accidents, school teachers are to notify an Education Officer or other Otago Museum staff member who will ensure that emergency services are contacted. A Record of Accident form will be completed by the Education Officer.</p>
<p>Getting lost</p>	<p>School teachers are to ensure that there is at least one adult to every six students and that accompanying adults are assigned to student working groups and are aware of their supervisory role. Any variation to this ratio is to be agreed prior to the Museum visit/activity.</p> <p>School teachers are to be solely responsible for the overall safety of their students.</p> <p>Education Officers are to instruct students and school teachers that any student going to the toilet or leaving the main group for whatever reason must tell a school teacher and be accompanied by an adult appointed by the school.</p>	<p>If a student is unaccounted for, the school teachers are to notify an Education Officer or other Museum staff member who will ensure that appropriate action is taken including notifying the Director – Programmes and Property Services Coordinator to initiate first response.</p> <p>Museum staff and school teachers are to conduct an initial search of the immediate area.</p> <p>School teachers will ensure that their school policy relating to lost children is followed.</p> <p>Museum staff will contact the Police if necessary.</p>
<p>Ponds - slipping on wet concrete or falling into ponds</p>	<p>Education Officers are to instruct students and accompanying teachers and adults of the location of the ponds in the Tropical Forest and of the need to walk around these ponds at all times to prevent slippage on wet concrete.</p>	<p>Areas around ponds will always be carefully supervised by an Education Officer or supervising adult.</p> <p>For slippage accidents, first aid will be administered on site and a Record of Accident form will be completed by the Education Officer.</p>

If any further information is required

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