

RISK ASSESSMENT AND MANAGEMENT

The following Risk Assessment and Management information is provided to help school teachers plan a school excursion involving Canterbury Museum.

An electronic copy of the Risk Assessment and Management document can be found at www.canterburymuseum.com Select Visiting Us, then Education Groups.

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 Museum staff 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 a mobile kit and cellphone are taken on all off-site activities.

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 field trips, 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 Communicator or other Museum staff member who will ensure that emergency services are contacted.</p>
Fire, earthquake, etc	<p>Education Communicators are to show students and school teachers the closest emergency exit.</p> <p>Education Communicators are to give 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 Communicators or other Museum staff.</p> <p>School teachers are to check that all students are accounted for.</p>
Stairs	<p>All stairs have hand rails.</p> <p>Students and school teachers are to take care to avoid slips and trips by ensuring that they walk and are mindful of where they are going and of other people around them.</p>	<p>For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to the Education Communicator.</p> <p>For serious accidents, school teachers are to notify an Education Communicator or other Museum staff member who will ensure that emergency services are contacted.</p>

Hazard Identification	Elimination, isolation and minimisation	Action if hazard occurs
Cuts, burns and bruising	<p>Education Communicators are to disclose any risks associated with specific practical activities.</p> <p>Education Communicators are to demonstrate the correct and safe way to carry out an activity.</p>	<p>For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to the Education Communicator.</p> <p>For serious accidents, school teachers are to notify an Education Communicator or other Museum staff member who will ensure that emergency services are contacted.</p>
Getting lost or exposed to stranger danger	<p>Education Receptionists are to disclose to school teachers at the time the booking is made that members of the public are likely to be present during the Museum visit/activity.</p> <p>School teachers are to ensure that there is at least one adult to every eight students and that accompanying adults are assigned to student working groups. 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 the students.</p> <p>Education Communicators are to disclose to 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 Communicator or other Museum staff member who will ensure that appropriate action is taken including notifying the Education & Public Programmes Manager and the Protective Services Manager (security) to initiate first response.</p> <p>Museum staff and school teachers are to conduct an initial search of the immediate area.</p> <p>Museum staff will contact the Police if necessary.</p> <p>School teachers will ensure that their school policy relating to lost children is followed.</p>

If any further information is required please contact:

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Morepork/Ruru *Ninox novaeseelandiae*
native to New Zealand

