

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

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 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 cell phone are taken on all off-site activities.

NB: Site includes entrance, stairs and pathways.

Please feel free to copy the following form as part of your visit preparation

Risk Assessment and Management for South Canterbury Museum



Activity/Situation : Taking a class/es to the South Canterbury Museum

Hazard identification	Elimination, isolation and minimisation	Action if hazard occurs
Student-specific ailment	<ul style="list-style-type: none"> School teachers are to disclose any medical ailments of individual students prior to the Museum visit/activity. 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. 	<ul style="list-style-type: none"> School teachers are to administer medication based on the student's individual medical ailments. In an emergency notify an Educator or other Museum staff member who will ensure that emergency services are contacted. For major injuries phone 111
Road Crossing, Footpaths, car parks	<ul style="list-style-type: none"> School teachers are solely responsible for students outside the museum building Teachers to ensure group uses designated crossings where appropriate. Educators to provide map of route to teachers prior to programme 	<ul style="list-style-type: none"> For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to the Educator. For major injuries phone 111
Fire, earthquake etc	<ul style="list-style-type: none"> Educators are to show students and school teachers the closest emergency exit and remind that evacuation is onto grassed area north of the museum. Educators to give instructions at the time of the emergency: School teachers are to bring a class list so they can ensure that all students are accounted for in the event of an emergency. 	<ul style="list-style-type: none"> Students and school teachers are to follow the directions provided by Museum staff member. School teachers are to check that all students are accounted for. For major injuries phone 111
Stairs/Mezzanine floor	<ul style="list-style-type: none"> All stairs have hand rails. 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 other people around them. Educators to ensure groups working on mezzanine floor are always accompanied by an adult. 	<ul style="list-style-type: none"> For minor accidents, first aid will be administered on site and a Record of Accident form must be completed and handed to the Educator. For serious accidents, school teachers are to notify an Educator or other Museum staff member who will ensure that emergency services are contacted. For major injuries phone 111
Cuts and bruising	<ul style="list-style-type: none"> Educators are to disclose risks associated with specific practical activities. Educators are to demonstrate the correct and safe way to carry out an activity. 	<ul style="list-style-type: none"> For minor accidents, first aid will be administered onsite and a Record of Accident form must be completed and handed to the Educator. For serious accidents, school teachers are to notify an Educator or other Museum staff member who will ensure that emergency services are contacted. For major injuries phone 111
Getting lost or exposed to stranger danger	<ul style="list-style-type: none"> Educators 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. 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. School teachers are to be solely responsible for the overall safety of the students. 	<ul style="list-style-type: none"> If a student is unaccounted for, the school teachers are to notify an Educator or other Museum staff member who will ensure that appropriate action is taken including notifying the Educator and the Museum director to initiate first response. Museum staff and school teachers are to conduct an initial search of the immediate area. Museum staff will contact the Police if necessary. School teachers will ensure that their school policy relating to lost children is followed.
Going to the toilet	<ul style="list-style-type: none"> Disclose to students and teachers that any student going to the toilet or leaving the main group for what ever reason must tell an adult that is with the school group, not a Museum staff member. 	<p>Visiting school staff to have prior warning and know at all times where their students are.</p>