

Education Service

R.A.M.S.

Risk Analysis Management Strategy

Education / School visits

We want you, your students and accompanying adults to have a safe, successful and enjoyable visit.

We suggest that you involve your students in planning for their visit, and ensure they appreciate their visit is intended to be a quality learning experience.

Students should be encouraged to identify behaviour that could be dangerous or unacceptable in relations to themselves, museum staff, other visitors, exhibits, animals or museum property. Appropriate rules and behaviour codes should be developed. Your organization will have its own behavioural expectations for educational visits. Please ensure the students are aware of these expectations.

The following is guidance only to make you aware of the risks that have been identified within the Heritage Park; however, other unidentified hazards could be present. If you do identify any hazards, please report them as soon as possible to our administration officer to help us control them within the park.

Risk Assessment Guidance

We are members of the Museums' Association of Aotearoa and are developing policy for the park using the Occupational Safety and Health regulations.

It is strongly recommended where possible that all teachers make a pre-visit to the Heritage Park site and carry out their own risk assessment before undertaking an outing with children. Please contact the Museum Education Service to organize your courtesy visit. In the event that a pre-visit is impossible, this document provides a general outline of risks and controls identified.

It is essential that students are supervised throughout their visit to the Heritage Park in accordance with your governing body's requirements. (See note below about adult/pupil ratios)

Where a student has severe Special Needs, and a carer is essential, the entry fee of the carer will be excluded from admission charges. (Please advise staff when making a booking)

It is essential that the students understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow the rules - both ours and yours
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group

HAZARDS AND RISKS, & CONTROLS

Hazard and risk: Contact with artefacts and live animals at the Heritage Park - risk of accidental injury

*Controls:

- Wash basins provided in public toilets
- Warning and advisory signs displayed
- Feeding, chasing or handling the free-roaming birds (peacock, chickens, ducks, pukekos) is discouraged
- Objects in the handling collection are regularly sanitised and checked between each school visit
- Supervision by staff throughout the museum, education rooms and historic buildings

Phone: 09 438 9630 ext 2 **E-mail:** education@whangareimuseum.co.nz **Web:** www.whangareimuseum.co.nz
SH14 Maunu PO Box 10135 Te Mai Whangarei 0143

Hazard and risk: Deep water, streams, and ponds - risk of falling in water and drowning

*Controls:

- Visiting school groups are kept away from the river and waterfall
- If students are working near these areas, correct adult to students ratio for each school will be observed and students will stay in pairs.

Hazard and risk: Darkness in the Kiwi House - risk of injury from collisions and tripping

*Controls:

- Walking slowly, without pushing, and allowing time for eyes to adjust to the low level of lighting
- Safety lighting is provided
- Numbers moving through the kiwi house are restricted to avoid over-crowding.

Hazard and risk: Climbing on railings, nets, fencing, walls, seating, raised garden areas, rocks, pillars, trees, posts and sculptures - risk of injury from falling

*Controls:

- Signs displayed on stationary machinery explaining the park's policy of no climbing
- Students are instructed not to climb while at the park and especially not on the stone walls. Accompanying teachers and parents re-iterate this message and supervise at all times. Stiles are provided to avoid climbing over fences and gates.

Hazard and risk: Vehicles moving within the park – risk of being hit by vehicles within the park.

*Controls:

- Site speed limit 5 kilometres per hour
- Speed limit signs
- Adherence to this is park policy
- Vehicle access reduced to essential during opening hours
- Vehicle access restricted to certain areas
- Children will walk in a controlled manner from venue to venue, and will avoid being in the car-parks
- Railway line crossing restricted by safety gates when trains are running, together with warning bells and lights when vehicles are operational

Hazard and risk: General public - child welfare risk

*Controls:

- Each group will have its own procedure if children are separated from their groups
- Children under 12years must be accompanied by an adult at all times
- Staff trained in procedures in dealing with lost children

Hazard and risk: Building on Fire or fire in Education Centre- risk of injury from fire or panic

*Controls:

- Evacuation procedure induction will be undertaken when visits commence
- Building Warrant Certificate (Museum)
- Emergency System displayed (Education Centre, Museum and historic buildings)
- Smoke Detectors
- Emergency Lighting
- Fire Fighting equipment
- Emergency exits kept free from blockage or obstruction at all times
- Children not permitted in kitchen area in Education Centre
- Removal of rubbish daily - Whangarei Museum & KiwiHouse @ Heritage Park has a take-home policy for rubbish and would politely request that all schools adhere to this

Hazard and risk: Train and vintage vehicles rides – risk of injury – falling out, injuring extended limbs

*Controls:

- All vehicles are stationary when students get on or off
- Students only get on or off vehicles at designated safe stopping points
- Precise instruction given by staff and supervised by adults while rides are underway
- Adults seated at the ends of rows. Children will be seated and remain fully inside vehicles at all times

Hazard and risk: Historic buildings – steps, heavy furniture, hinged lids – risk of injury bumping, jamming, tripping

Controls:

- Careful instruction and adult supervision at all times
- Group size restricted to safe control numbers

Hazard and risk: Activities – stilts, jump ropes - falls, trips, bumps

- Careful instruction and adult supervision at all times
- Active games always on grassed areas or suitable indoors area
- Group size restricted to safe control numbers
- Educators and other staff are trained for the provision of workplace first aid
- First aid kits are available at various locations throughout Heritage Park

NB. Supervision must be in accordance with your own governing body's requirements. The Museum ratio of 1 adult to very 6 children is a formula used to calculate funding discounts and NOT a recommendation on the grounds of health ad safety.

The Whangarei Museum and Kiwi House at Heritage Park bases its policy development on the Health and safety Act 1992 and Amendments 2002. Health and Safety audits are undertaken and emergency procedures are reviewed regularly