



## A.4 Booking the Museum

## Education Service

## RAMS FORM FOR MUSEUM VISIT

**The purpose of Risk Assessment:**

- To identify all possible hazards
- To identify measures which will prevent or minimize all possible hazards
- In the event of harm to anyone, to identify the action which will control and minimize the extent of injury

Hazard Identification	Prevention & Minimisation	Action
<i>Cuts</i>	Disclose to teachers prior to their visit that the students will be using equipment (the captain's wheel) and possibly scissors as part of their experience in the museum.	For minor injuries <ul style="list-style-type: none"> <li>• First aid kit in the Museum reception area.</li> <li>• Current first aid certificate held by all museum staff.</li> </ul> For major injuries phone 111
<i>Road accident</i>	Disclose to teachers prior to their visit that adjacent to both entrances is a road that buses drive through regularly.  Teachers are solely responsible for students outside the museum building.	For minor injuries <ul style="list-style-type: none"> <li>• First aid kit in the Museum reception area.</li> <li>• Current first aid certificate held by all museum staff.</li> </ul> For major injuries phone 111
<i>Student specific ailment</i>	Individual medical needs are to be disclosed by the class teachers prior to the Museum visit if necessary.  The class teacher is responsible for the specific medical needs of students.	For minor injuries <ul style="list-style-type: none"> <li>• First aid kit in the Museum reception area.</li> <li>• Current first aid certificate held by all museum staff.</li> </ul> For major injuries phone 111
<i>Getting lost or exposed to stranger danger</i>	Disclose to teachers prior to their visit that there will members of the public within the spaces we visit.  Ensure the ratio of 1:8 is clear to visiting teachers and that an adult is assigned to student groups.  The class teacher is responsible for the overall safety of all students.	<ul style="list-style-type: none"> <li>• Teacher to do a register check</li> <li>• Museum and teaching staff search building</li> <li>• Notify museum director of situation</li> <li>• Contact police</li> </ul>
<i>Evacuation of building</i>	Disclose to students and teachers at the start of the visit the procedure in the event of an emergency.  Insist that class teachers bring a class list.  Disclose that the assembly point in the event of evacuation is under the sails on Queens Wharf.	<ul style="list-style-type: none"> <li>• Follow practiced evacuation procedure.</li> <li>• Evacuate down closest stair case to Queens Wharf and assemble under the sails.</li> </ul>
<i>Going to the toilet</i>	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.	<ul style="list-style-type: none"> <li>• Visiting school staff have prior warning and know at all times where their students are.</li> </ul>