



Risk Analysis and Management Information
(Independent self-guided tours)

Teachers please discuss these safety issues prior to your visit.

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an independent self-guided excursion to Rotorua Museum
- Measures that will eliminate, isolate or minimise these identified hazards without the primary guidance of museum staff.
- The action to control and minimise the extent of an injury

Suggested Ratios:

Y 1 - 4	1:5
Y 5 - 8	1:7
Y 9 - 13	1:10

Hazard Identification	Prevention & Minimisation	Action
Road Accident	<ul style="list-style-type: none"> - Disclose to pupils prior to their visit that in front of the museum is a road used regularly by cars and buses. - Teachers are solely responsible for students outside the museum building. 	For minor injuries <ul style="list-style-type: none"> • First aid kit in back office area readily available and on demand • Current first aid certificates held by key contact and full time staff . For major injuries phone 111
Student specific ailment	<ul style="list-style-type: none"> - Individual medical needs are to be dealt with by the class teachers prior to or during the museum visit. - The class teacher or accompanying adult is responsible for the specific medical needs of the student. 	For minor injuries <ul style="list-style-type: none"> • First aid kit in back office area readily available and on demand • Current first aid certificates held by key contact and full time staff . For major injuries phone 111
Lost or missing student	<ul style="list-style-type: none"> - Teachers are to disclose to students that there will be members of the public within the spaces we visit. - Ensure the suggested ratio is clear 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"> • Teacher to do a roll check • Museum and teaching staff search building • Notify museum director of situation • Contact Police
Evacuation of building	<ul style="list-style-type: none"> - Teachers are to disclose to students that the assembly point in the event of an evacuation is in front of the museum near the bowling green. 	<ul style="list-style-type: none"> • Follow practiced evacuation procedure as outlined in the information provided by museum staff on booking and/or arrival. • Evacuate out the closest fire exit to the evacuation point in front of the museum near the bowling green.
Going to the toilet / leaving the group	<ul style="list-style-type: none"> - Teachers to disclose to students 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"> • Visiting school staff have prior warning and know at all times where their students are.
Uneven surfaces i.e steps, floor surfaces, slopes	<ul style="list-style-type: none"> - Museum staff will warn visitors of these potential hazards, if any on the day. - Constant checking of light levels by staff - Use of lifts where possible for disabled users and wheelchairs - All stairs have handrails. Students and teachers are to take care to avoid slips and trips by ensuring they walk, not run and are mindful of other visitors. 	For minor injuries <ul style="list-style-type: none"> • First aid kit in back office area readily available and on demand • Current first aid certificates held by key contact and full time staff . For major injuries phone 111

Venue Information:

Venue Name:	Rotorua Museum of Art & History - Te Whare Taonga o Te Arawa	
Location:	Queens Drive. Government Gardens Rotorua 3010	<p><small>Rotorua Museum is a department of</small></p> <p>ROTORUA ROTORUA DISTRICT COUNCIL</p>
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Map & Location

- Distance from:**
- Auckland - 234 km. 3hr 30m
 - Wellington - 484 km. 6h 45m
 - Tauranga - 86 km. 1hr 15m
 - Hamilton - 108 km. 1hr 30m
 - Palmerston Nth - 339km. 3h 15m
 - Whangarei - 400 km. 5hr 45m
 - New Plymouth - 299 km. 3hr 40m
 - Whanganui - 309 km. 3hr 50m