



NO TOUCHING



NO FOOD & DRINK

ROTORUA
LAKES COUNCIL

Teachers and helpers are to remain with students at all times.

- Please remind students of appropriate behaviour in the Museum
- Noise levels kept to a minimum



Meet & Greet:

- To the right side of the front entrance is an assembly area for your group



Buses & Parking

- Please use the bus bay in front of the Museum to unload and load your students.
- Bus parking is allocated close by as this bay has a 5 minute restriction
- For other vehicles parking in the Government Gardens is free and there are places available at the front, to the left and behind the building



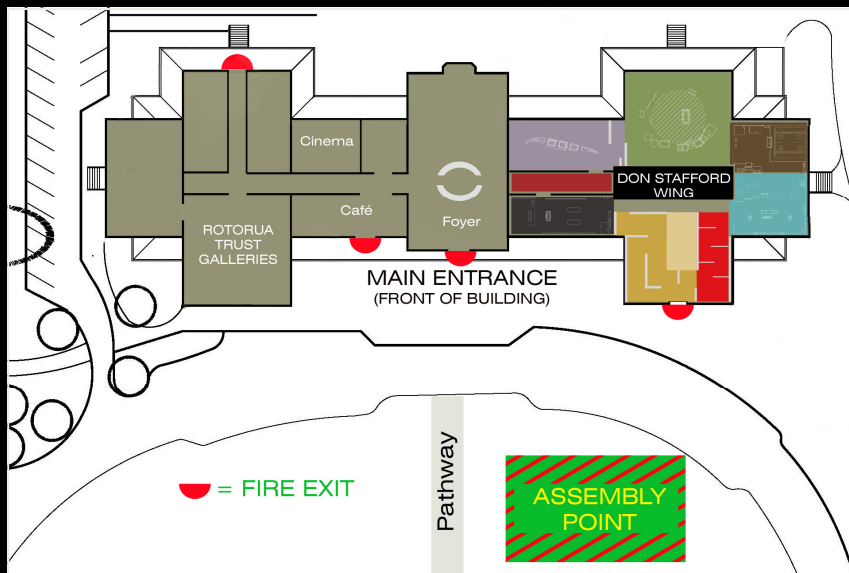
Security:

- It is best that all bags are either left back at school or on the vehicle your students arrived in



Photography:

- Photography is permitted in certain areas. Staff will inform you on the policy of using still or video cameras



EVACUATION

- Please familiarise yourself with the building. Emergency exits and the assembly point are indicated on the map
- **It is the duty of the class teacher to disclose to students and accompanying adults the evacuation procedures**

- Upon hearing the siren students and adults are to walk and exit the nearest or safest emergency exit.
- In the event of an earthquake visitors are to seek cover and exit the nearest or safest emergency exit, when the event has subsided
- In a power failure please wait to be evacuated by staff
- Museum staff will ensure the building has been vacated
- All evacuees must meet at the assembly point and roll checks by teachers to be conducted

RAMS (Independent Groups)

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to Rotorua Museum whilst on an independent self guided visit
- Measures that will eliminate, isolate or minimise these identified hazards
- The action to control and minimise the extent of an injury



Suggested Ratios (Adult to Student)	Year 1-4	1:5	Year 5-8	1:7	Year 9-13	1:10
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Hazard	Prevention & Minimisation	Action
Road Accident	<ul style="list-style-type: none"> • Disclose to teachers prior to their visit that in front of the Museum is a road used regularly by vehicles • Teachers are solely responsible for students outside the museum 	<p>For minor injuries: First Aid Kit located in back office area. Readily available and on demand. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>
Student specific ailment	<ul style="list-style-type: none"> • Individual medical needs are to be discussed by class teachers prior to the museum visit if necessary. • The class teacher is responsible for the specific medical needs of the student 	<p>For minor injuries: First Aid Kit located in back office area. Readily available and on demand. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>
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 some of the spaces we visit. • Ensure the suggested ratio 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"> • Teacher to do a register check • Museum staff to search building • Notify museum director of situation • Contact Police
Evacuation of building	<ul style="list-style-type: none"> • Teachers are to inform students and adult helpers at the start of the visit the procedure in the event of an emergency. • Class teachers must bring a class list/roll. • Disclose 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. • 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"> • 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. 	<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. • 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. 	<p>For minor injuries: First Aid Kit located in back office area. Readily available and on demand. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>



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