

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to Rotorua Museum while accompanied by a museum educator
- Measures that will eliminate, isolate or minimise these identified hazards
- The action to control and minimise the extent of an injury



Venue Information:	
Location:	Queens Drive. Government Gardens. Rotorua.
Key Contacts:	Emma Liley <i>Education Manager</i> Taupopoki George McLeod <i>Education Coordinator</i> Rebecca Moore <i>Education Coordinator Visual Arts</i> Wharekahika Clarke <i>Education Coordinator Te Reo Māori</i>

Suggested Ratios (Adult to Student)	Year 1-4	1:5	Year 5-8	1:7	Year 9-13	1:10	Booking Enquiries: 07 350 0563

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 (1) Museum - Located in back office area. (2) In the back storage area of the Museum classroom. Both 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>
Use of Museum Equipment and Resources	<ul style="list-style-type: none"> • Disclose to students and teachers that they could be handling equipment that if used incorrectly could cause: <ul style="list-style-type: none"> • Cuts: e.g scissors, craft knives and wire • Burns: e.g hot glue gun, chemicals • Skin Irritation / Poisoning: paints, inks or chemicals 	<p>For minor injuries: First Aid Kit (1) Museum - Located in back office area. (2) In the back storage area of the Museum classroom. Both 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 (1) Museum - Located in back office area. (2) In the back storage area of the Museum classroom. Both 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 and teaching 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, 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. • 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 (1) Museum - Located in back office area. (2) In the back storage area of the Museum classroom. Both 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>



Meet & Greet:

- To the right side of the front entrance is an assembly area for your group
- Our education staff will begin the session by meeting and greeting you all outside
- Education staff will let you know if there is anything you need to bring along
- We welcome parent helpers and encourage them to have an active role in the learning programme



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



Scan the QR Code on your smartphone to find directions to Rotorua Museum. Be sure to save them for future reference. You can use the GPS function on your phone when on the trip for guidance.

P +64 7 350 0563
F +64 7 349 2819
W rotoruamuseum.co.nz

Oruawhata Drive
Government Gardens
Private Bag 3029
Rotorua 3046
New Zealand

We Supply:

All resources needed while at the Museum



Education Staff



Emma Liley
Education Manager



George McLeod
Education Coordinator



Rebecca Moore
Education Coordinator
Visual Arts



Wharekahika Clarke
Education Coordinator
Te Reo Māori