

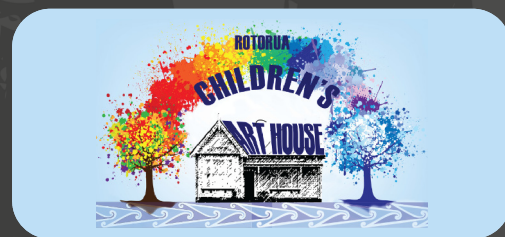
RAMS (Art Programmes)



ROTORUA
museum
Te Whare Taonga o Te Arawa
ART | CULTURE | HERITAGE

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to the Rotorua Children's Art House (CAH) while accompanied by a Rotorua 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 Education Manager Rebecca Moore - Education Coordinator Visual Arts Taupopoki George McLeod Education Coordinator

ROTORUA
LAKES COUNCIL

Suggested Ratios
(Adult to Student)

Year 1-4	1:5	Year 5-8	1:7	Year 9-13	1:10
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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 and Children's Art House (CAH) is a road used regularly by vehicles • Teachers must ensure students walk to and from the CAH in an orderly and safe manner using footpaths and designated crossing points • Teachers are solely responsible for students outside the CAH building 	<p>For minor injuries: First Aid Kit Located on the left wall of the main passageway and readily available. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>
Use of Museum or CAH Equipment and Resources	<ul style="list-style-type: none"> • Disclose to students and teachers that they will 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 • Crushing/ Pinching Injuries: printing press • Skin Irritation / Poisoning: paints, inks or chemicals 	<p>For minor injuries: First Aid Kit Located on the left wall of the main passageway and readily available. 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 on the left wall of the main passageway and readily available. 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 may members of the public within the vicinity of the CAH. • 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 Located on the left wall of the main passageway and readily available. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>



Meet & Greet:

- At the immediate front of the Children's Art House there 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 nearest the Art House on Queen's Drive 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 of the Art House and Museum buildings



Wet Weather:

- The veranda at entrance provides shelter whilst waiting for your educator to join you



First Aid:

- School first aid kits are permitted in the building provided they are clearly labelled as such
- An Art House first aid kit is located on the left wall of the main passageway and readily available. Current first aid certificates held by key contact and full time staff



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



Special Needs:

- The Art House is accessible by wheelchair with a disability toilet available on site.
- For any other needs please indicate on the museum planning focus form



Food and Drink:

- Groups are welcome to use the area to the right side of the entrance for food breaks before or after your museum programme
- Within one minute walk is a playground suitable for Years 1 - 8
- All food and drink are prohibited in the Art House workspaces



Directions:

Queen's Drive
Government Gardens
Rotorua
New Zealand



Education Staff



Emma Liley
Education Manager



**Taupopoki
George McLeod**
Education Coordinator



Rebecca Moore
Education Coordinator
Visual Arts

