

Migration Museum Education program Pre-Visit Risk Assessment

Activity: Education Program

Date of Risk Assessment:

Date of visit :

School contact:

Phone Number:

Do you know what you need to know?

- First Aid – First Aid is provided at the Front Desk or your Museum Officer. All Museum Officers are trained in First Aid
- Incident reporting – Please report all incidents and concerns to the Front Desk
- Police – 000 Emergencies 13 1444 Police assistance
- Emergency procedures – Museum staff are trained as Wardens, in the case of an emergency please follow Wardens' instructions
- The Museum is committed to ensuring the health, safety and welfare of workers and the public
- You have the responsibility to conduct yourself in accordance with safe practice.
- Behaviour management of students at all times, including the duration of the education program, is the responsibility of the supervising teacher/adult(s) not the responsibility of Museum staff.

| <i>The Hazard</i> | <i>What might happen</i> | <i>Potential level of risk</i> | <i>Controls</i> | <i>Level of risk after controls</i> | <i>Responsibility</i> |
|--------------------------|---|---------------------------------------|--|--|--|
| Uneven/slippery ground | Slips, trips and falls | Medium | <ul style="list-style-type: none"> • Recommend walking no running • To take care when in courtyard especially if raining or bricks are wet | Low | Pre-visit site check carried out |
| Medical conditions | Asthma, diabetes, epilepsy etc. | High | <ul style="list-style-type: none"> • Find out about known conditions before session | Medium | Teacher to take responsibility for medical conditions of children and to bring equipment eg inhalers |
| Child gets lost | Getting lost, panic attack, potential abduction | Medium | <ul style="list-style-type: none"> • Group stays together at all times • Adult at front and back of group • Count children regularly | Low | Teacher or responsible supervisor to count and check children throughout visit |
| Weather (hot, cold, wet) | Sunstroke, sunburn, hypothermia, cold | Medium | <ul style="list-style-type: none"> • Ensure children wear appropriate clothes • Ensure children wearing sun cream • Check that children are warm enough | Low | Teacher to ensure children are appropriately dressed Teacher or supervising adults to keep an eye on children's condition |