



INFORMATION TO SUPPORT SCHOOLS WITH RISK ASSESSMENT AND MANAGEMENT WHEN VISITING SOUTHLAND MUSEUM & ART GALLERY ON AN EDUCATION VISIT.

The following Risk Assessment and Management information is provided to help school teachers plan a school excursion involving the Southland Museum & Art Gallery (SMAG). Whilst all possible care will be taken to ensure the safety of students and accompanying adults to the Museum, at all times: Teachers are responsible for their students and accompanying adults whilst on a visit to SMAG.

An electronic copy of the Risk Assessment and Management document can be found at www.southlandmuseum.com

The purpose of risk assessment is to identify:

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control and minimise the extent of an injury.

The definition of “hazard” as defined in the Health and Safety at Work Act 2015 is:

Anything that can cause harm.

A person’s behaviour can also be a hazard where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).

Education Officer and Front of House staff working with school groups are first aid qualified and trained to provide a response in an emergency.

On-call staff are available at all times in the event of an emergency.

If any further information is required, please contact:

Southland Museum & Art Gallery
108 Gala Street
PO Box 1012
Invercargill 9840

Koreena Wilks, Education Officer
Koreena.wilks@southlandmuseum.co.nz
03) 219 9069

Description of hazard	Controls	Action if hazard occurs
Student-specific ailment	<p>School teachers are to disclose any medical ailments of individual students prior to the Museum visit/activity.</p> <p>School teachers are to be solely responsible for students and their individual medical needs during their Museum visit/activity, including fieldtrips, ensuring that the required medical aid is on hand.</p>	<p>Authorised and trained personnel (not SMAG Staff) are to administer medication based on the students' individual medical ailments.</p> <p>In an emergency notify an Education Officer who will ensure that emergency services are contacted.</p>
Fire, earthquake, etc	<p>Instruction in safety procedures and the location of the closest fire exits will be given by Education Officer at the beginning of each visit.</p> <p>Education Officers will give specific instructions at the time of the emergency.</p> <p>School teachers are to bring a class list so they can ensure that all students are accounted for after an emergency.</p>	<p>Students and school teachers are to follow the directions and instructions provided by the Education Officers or other trained SMAG staff.</p> <p>School teachers are to check that all students are accounted for.</p> <p>The assembly point for SMAG is at the front of the Museum, by the large Tuatara statue</p>
Stairs, lifts Varying floor surfaces Display cases	<p>All stairs have hand rails, and students are encouraged to use them.</p> <p>Students, school teachers and supervising adults are to take care to avoid slips, trips and collisions with objects, cases, furniture and other visitors by ensuring that they walk when in the Museum and are mindful of where they are going and of other people around them. Some displays are marked on the floor or appropriate signage advising of the dangers of proximity. Education Officers or SMAG Staff will advise of any additional risks, but barriers should not be crossed in any circumstances.</p> <p>Light levels are constantly checked by Museum staff.</p> <p>Display cases are made of glass or Perspex. Students, school teachers and supervising adults are to take care not to lean in too closely and bump their head.</p> <p>Education and Front of House staff are trained in first aid. Education Officers are to disclose any risks associated with specific practical activities in the booking confirmation.</p> <p>Education Officers are trained in first</p>	<p>All collisions with Museum objects, cases, furniture and other visitors are to be reported to the Education Officer or another staff member.</p> <p>For minor accidents, an Education Officer must be notified, first aid will be administered on site and an Incident form will be completed by the Education Officer.</p> <p>For serious accidents, school teachers are to notify an Education Officer or other Museum staff member who will ensure that emergency services are contacted. An Incident form will be completed by the Education Officer. For serious accidents and near misses Worksafe will be notified by SMAG staff.</p> <p>Education Officer will make everyone aware before entering a gallery space of the glass and perspex to watch their heads.</p> <p>or minor accidents, first aid will be administered on site and an Incident form will be completed by the Education Officer.</p> <p>For serious accidents, school teachers are to notify an Education Officer or other SMAG staff member who will ensure that emergency services are contacted. An Incident form will be</p>

	<p>aid.</p> <p>Education Officers are to demonstrate the correct and safe way to carry out an activity and use equipment.</p> <p>School teachers and other accompanying adults will assist with the role modelling and supervision of the correct and safe way to carry out an activity and use equipment.</p>	<p>completed by the Education Officer.</p> <p>For serious accidents and near misses Worksafe will be notified by SMAG staff.</p>
Getting lost	<p>School teachers are to ensure that there is a sensible ratio of supervisors to students, and that accompanying adults are assigned to student working groups and are aware of their supervisory role. Supervision ratio is to be agreed prior to the Museum visit/activity.</p> <p>School teachers are to be solely responsible for the overall safety of their students.</p> <p>Education Officers are to instruct students and school teachers that any student going to the toilet or leaving the main group for whatever reason must tell a school teacher and be accompanied by an adult appointed by the school.</p>	<p>If a student is unaccounted for, the school teachers are to notify an Education Officer or other SMAG staff member who will ensure that appropriate action is taken including notifying the Manager – Retail and Front of House to initiate first response.</p> <p>Museum staff and school teachers are to conduct an initial search of the immediate area.</p> <p>School teachers will ensure that their school policy relating to lost children is followed.</p> <p>Museum staff will contact the Police if necessary.</p>
Tuatara	<p>Education Officers and other participating SMAG staff are to instruct students and accompanying teachers and adults of the potential of the Tuatara to bite. As Tuatara respond to movement, all care must be taken to ensure no body parts are presented in a manner appealing to the Tuatara.</p>	<p>Interaction with Tuatara will always be carefully supervised by Tuatara Curator, Education Officer or supervising adults.</p> <p>For any bites or related incidents, first aid will be administered on site and an Incident form will be completed by the Education Officer.</p>
AV Theatre use for Lunch and Morning Tea breaks	<p>The Education Room and AV Theatre are made available to school groups during their visit to SMAG for morning tea and lunch breaks.</p> <p>When in the AV Theatre care needs to be taken of the stairs. Students need to remain seated while using the theatre.</p>	<p>Morning tea and lunch breaks are not attended by an Education Officer. During these periods the students are under the care of, and need to be supervised by school teachers and accompanying adults.</p> <p>School teachers are to administer medication based on the students' individual medical ailments. In an emergency notify an Education Officer who will ensure that emergency services are contacted.</p>