

Risk Assessment Management Form



The following Risk Assessment and Management information is provided to help groups planning trips involving Te Papa. An electronic copy of the Risk Assessment and Management document can be found at:

<https://www.tepapa.govt.nz/learn/for-educators/planning-education-visit>

As per the Health and Safety at Work Act 2015 the purpose of a risk assessment is to identify and manage risks. In managing risks to health and safety, we must identify hazards that could give rise to reasonably foreseeable risks to health and safety.

We are required to;

- eliminate risks to health and safety, so far as is reasonably practicable, or;
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable

The definition of 'hazard', is:

- an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. This includes:
 - a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person
 - without limitation, a situation described in subparagraph resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or other temporary condition that affects a person's behaviour.

Te Papa Hosts are trained to provide emergency evacuation procedures. Hosts and Learning staff are qualified in first aid. First aid kits are readily accessible on all floors of the Museum.

VENUE NAME	Te Papa Tongarewa - Museum of New Zealand
LOCATION	Cable Street, Wellington (See our website for a map)
CONTACT	The Learning Coordinator
EMAIL	learning@tepapa.govt.nz
WEB	www.tepapa.govt.nz
PHONE	04 381 7443

Te Papa Hazard Register - Excursions

Description of hazard	Potential harm (consequences)	Sig. hazard Y/N	Controls	Eliminate (E), Minimise (M)	Are the controls effective?
Fire, earthquake, Tsunami	Multiple injuries	Y	<ul style="list-style-type: none"> All led-groups are shown the fire exits and told the appropriate evacuation procedure. Te Papa Learning staff and Hosts will manage the evacuation of school groups from the building. <p>* Te Papa Learning recommends the following supervision ratio, however your group will set the ratio for education trips. The number of adults required to accompany pre-booked school groups is:</p> <ul style="list-style-type: none"> for secondary students 1:20 for primary students 1:6 for early childhood groups 1:4 <p>In the event of an alarm, Te Papa Learning staff and Hosts provide emergency evacuation assistance to all museum visitors.</p>	M	Y
Student-specific ailments.	Spread of disease. Bodily harm	N	<ul style="list-style-type: none"> Groups are to disclose any significant medical ailments of individual students prior to the museum visit. Lead teachers are to be solely responsible for students and their medical needs during their visit. Lead teachers are to administer medication based on students' individual medical ailments. In an emergency, notify a Te Papa Educator or Host, who will ensure that emergency services are contacted. 	M M	Y Y
Manual handling	Back strain.	N	<ul style="list-style-type: none"> Te Papa Learning staff, Hosts, and groups visiting Te Papa should only lift objects with which they feel comfortable. 	M	Y

Te Papa Hazard Register - Excursions

Description of hazard	Potential harm (consequences)	Sig. hazard Y/N	Controls	Eliminate (E), Minimise (M)	Are the controls effective?
Getting lost, or exposure to stranger danger	Bruising. Multiple injuries.	Y	<ul style="list-style-type: none"> • We recommend discussing this with your students prior to your visit. • If feeling threatened by another visitor, students should walk away and seek assistance. Security Staff are available, 24/7. • The Te Papa Learning Coordinator is to disclose to groups at the time of booking that members of the public are likely to be present in the museum. • Teachers are to ensure that the correct level of supervision is provided <u>at all times</u>. (Te Papa Learning supervision guidelines are shown above)*. • Group leaders are to be solely responsible for the overall safety of the students. • Any student visiting the toilet, or leaving the main group for whatever reason, must tell a group leader and be accompanied by an adult appointed by the school/centre. • Te Papa Learning staff are given training to manage these situations. • If a student is unaccounted for, the group leaders are to immediately notify a Te Papa staff member, who will ensure that the appropriate action is taken. • Museum staff and lead teachers are to conduct an initial search of the immediate areas. Museum staff will contact the Police if necessary. Lead teachers will ensure that their school/centre policy relating to lost children is followed. 	M	Y

Te Papa Hazard Register - Excursions

Description of hazard	Potential harm (consequences)	Sig. hazard Y/N	Controls	Eliminate (E), Minimise (M)	Are the controls effective?
Taxidermy specimens	Damage to collection items	N	<ul style="list-style-type: none"> Minimize the use and time with taxidermy specimens. Wash hands after handling specimens. Observe good hygiene practices. Ensure close supervision. 	M	Y
Workshop equipment	Burns and cuts.	N	<ul style="list-style-type: none"> Careful handling of equipment, and close supervision of any equipment used by workshop participants. 	M	Y
Tripping hazard	Children falling into the lagoon, falling off of the suspension bridge, falling into the tomo hole	Y	<ul style="list-style-type: none"> Parts of the lagoon are unfenced, the swing bridge and the tomo hole are a falling hazard. Te Papa Educators and lead teacher to ensure are not running The swing bridge has a maximum capacity of 10 adults on it at once Te Papa staff will manage the area. 	M	Y
Sunburn/stroke, or getting cold and wet	Exposure to sun, wind or rain	N	<ul style="list-style-type: none"> Lead teacher to ensure that children have adequate weather protection. This includes sunblock, hats and warm clothing. 	M	Y
Slipping on wet floor	Slipping	N	<ul style="list-style-type: none"> 'Wet floor' signs are used. Wet areas are indicated to groups by Hosts and Te Papa Educators whenever possible. Inform a Te Papa Host or Educator of spills. 	M	Y
Uneven surfaces i.e. steps, escalators.	Tripping and slipping	N	<ul style="list-style-type: none"> Te Papa Educators will warn visitors of these potential hazards. There is constant checking of light levels. Use of elevators for buggies and wheelchairs. All stairs have hand rails. Students and school teachers are to take care to avoid slips and trips by ensuring that they walk, not run, and are mindful of where they are going and of other people around them. For minor accidents, first aid will be administered on site, and a Record of Accident form must be completed and handed to the Te Papa Educator or Host. For serious accidents, group leaders are to notify a Te Papa staff member, who will ensure that emergency services are contacted. 	M	Y