

SCHOOLS RISK ASSESSMENT GUIDE

This document is designed to assist teachers/group leaders when completing their own risk assessment during a preliminary visit to the site. It lists museum areas that may be visited and raises awareness of the possible risks.

Please remember this is a guide only and schools should complete their own risk assessment.

Teachers/group leaders can minimise the risk to themselves and their group when visiting the museum by:

- Providing a sufficient number of adult supervisors for the age and ability of your students, ratios for the museum are:
 - **Prep 1:3, Primary 1:5, Secondary 1:10**
- Supervising your students closely at all times and reading signs and instruction labels carefully.
- Ensuring students wear hats and sun block when utilising the Waterside Terrace or balcony on Level 1.
- Ensuring there is no running within the museum, especially on the ramps between levels.
- Ensuring there is no food and drink within the museum building, except when dining in at the Galley Café.
- Completing a pre-visit of the museum to assist in excursion preparedness. Teachers can show their Teacher ID for free museum entry.

Venue and Safety Information

- The Museum of Tropical Queensland makes every effort to provide a safe and comfortable environment for visiting students and teachers.
- Duty of care is the responsibility of the visiting school and its teachers while on an excursion at the museum.
- All museum staff and volunteers have current Blue Cards.
- Please provide us with details of any special needs or concerns you may have prior to your arrival.

Access and Facilities

- A bus drop off area is provided at the front of the building on Flinders Street.
- Public toilets including disabled facilities are available on the ground level near the museum shop, and in the Great Gallery on Level 1 near the café.
- A manual wheelchair is available on request. Please notify in advance if this is required.
- A ramp provides access to all levels.
- A lift provides access to all levels, except the *Sciencentre*.
- The museum shop is located on the ground floor inside the entrance foyer.
- Lockers are available near the museum entrance to store bags and lunches (but not very large coolers). Please discuss locker access with the Learning Officer prior to your visit. Where possible, we recommend leaving bags at school.
- The Galley Café is located at the far end of the Great Gallery for light refreshments. School groups can dine in or organise catering – please discuss this with the Learning Officer when making your booking.
- The Waterside Terrace is a grassed shaded area overlooking Ross Creek suitable for eating lunch or morning or afternoon tea.

Workplace Health and Safety

- Fire exits and evacuation – the museum has clearly marked fire exits. In the event of an emergency, follow any instructions given by museum staff.
 - All building occupants should note the meaning of the two ALARM TONES:
 - Alert Tone (beep, beep, beep): alert only, remain calm, stay where you are.
 - Evacuation Alarm (whoop, whoop, whoop): notifies all occupants of an emergency evacuation. The evacuation alarm follows an alert alarm tone.
- First aid – First aid facilities and first aid officers are on site.
- Museum of Tropical Queensland has Public Liability Insurance. A Certificate of Currency is available upon request.
- A map of the museum showing exits is available on request.
- Follow first-aid procedures.
- Be aware, follow emergency procedures and adhere to safety rules.
- At least one supervisor/group leader should have first-aid qualifications.
- Group members should not be left unattended at any time.
- If a supervisor has to leave the group anytime, they should tell other supervisors.

Hazard Awareness Table - guide only

Activity	Possible Hazard	Action
Arriving at the museum, getting on and off the bus and traffic on Flinders St	Trips, slips and falls Car accident causing injury/death	Bus to stop at bus bay Exit on non-traffic side Brief students re: safety Adults to stand to one side and look for moving vehicles Students encouraged to be responsible, walk slowly and stay on walkways Close teacher / adult supervision
Moving around the museum	Trips, slips and falls Sprains, breaks and bruising	Students encouraged to be responsible, walk slowly and stay on walkways Close teacher / adult supervision
	Sprains, breaks and bruising	Students encouraged to be responsible, walk slowly and stay on walkways Close teacher / adult supervision
	Inappropriate behaviour of members of the public	All staff to have Blue Cards Students go to toilets in pairs Display detailed Conditions of Entry Close teacher / adult supervision from outside and around toilets required while students are using toilets
Using the bridge and slide in the <i>Enchanted Rainforest</i> Gallery	Trips, slips and falls Sprains, breaks and bruising	A supervising adult must remain in the gallery at all times if students are using the slide and bridge Only one child allowed in the slide at a time Adult supervision to ensure that students do not throw any objects Students should take care when entering the slide and using the bridge Close teacher / adult supervision Students encouraged to be responsible, walk slowly and stay on walkway
Opening doors	Sprains, breaks and bruising from fingers trapped in doors	Students not to open / close doors to galleries or any other part of the museum Students not to slam doors Close teacher / adult supervision
Staff carrying hot food and drinks in the Galley Cafe	Burns from hot food and drinks Trips, slips and falls Sprains, breaks and bruising	Students are encouraged to be responsible and take care walking in and around the Galley Café during their visit Close teacher / adult supervision
Using the ramp to move between levels	Trips, slips and falls Sprains, breaks and bruising	Students are encouraged to be responsible and not run on the ramp Close teacher / adult supervision Appropriate signage on ramp
Entering the museum	Trips, slips and falls Members of public present	Close teacher / adult supervision Students are encouraged to be responsible when entering the museum Request students enter in pairs rather than en masse

MUSEUM OF TROPICAL QUEENSLAND

Activity	Possible Hazard	Action
Waterside Terrace	Trips, slips and falls Members of public present Possible exposure to strong sun, rain, wind etc.	Close teacher / adult supervision Advise students to dress appropriately for the weather and to carry water bottles and hats during summer months Teacher to bring sunscreen