

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 Workshops Rail Museum. It lists activities and tasks that are commonly completed during school visits at The Workshops Rail Museum and raises awareness of the possible risks. Please remember that a risk assessment document is a guide only and only valid if completed by the teacher/group leader.

Teachers/group leaders can minimise the risk to themselves and their group when visiting The Workshops Rail Museum by:

- Providing a sufficient number of adult supervisors for the age and ability of your students.
Ratios for TWRM are:
 - Prep 1 : 3
 - Primary 1 : 5
 - Secondary (Years 7 – 10) 1 : 10
 - Secondary (Years 11 – 12) 1 : 15
 - SEP students 1 : 1
- Supervising your children closely at all times and reading signs and instruction labels carefully.
- Being aware of changes in the weather and how this may affect your visit to the museum.
- Ensuring students wear hats and sunscreen when utilising outdoor areas of the museum.
- Ensuring students are briefed on safety prior to their museum visit.
- Ensuring there is no running within the museum.
- Ensuring there is no food and drink consumed within the museum building.

VENUE AND SAFETY INFORMATION

- The Workshops Rail Museum 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 excursion at The Workshops Rail Museum.
- All The Workshops Rail 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 North Street.
- Public toilets, including disabled facilities, are available at the Ticket Office, Trackside Café and inside the museum.
- A manual wheelchair is available on request. Please notify in advance if this is required.
- Noise cancelling headphones and sensory kits are available on request from the Ticket Office or Model Rail Exhibit. A [sensory map](#) of TWRM identifies the location of:
 - Noisy exhibits
 - Low light exhibits
 - Exhibits with bright and/or flashing lights
 - Chill Out Zones for students who require time in a low-sensory setting.
- The Workshops Rail Museum is a single floor building with varying levels connected by ramps.
- Bag storage is available for school groups needing to bring bags. A staff member will assist you with storage on arrival.
- The Trackside Café is located within the museum for light refreshments. School groups can organise catering. Please discuss this with the Learning Officer when making your booking.
- Moving Goods is an outdoor covered area suitable for eating morning tea, lunch or afternoon tea.

WORKPLACE HEALTH AND SAFETY

- The Workshops Rail Museum has clearly marked fire exits. In the event of an emergency, follow the instructions given by the floor warden.
- First aid facilities and officers are on site.
- The Workshops Rail Museum has Public Liability Insurance. A Certificate of Currency is available upon request.
- A [map of the museum showing exits](#) is available to download online.

HAZARD AWARENESS TABLE (GUIDE ONLY)

Activity	Possible Hazard	Action
Arriving at the museum, getting on and off the bus and traffic on North Street	<ul style="list-style-type: none"> • Trips, slips and falls • Crossing roads • Car accident causing injury/death 	<ul style="list-style-type: none"> • Bus to stop at bus parking bay • Brief students about safety • Adults to stand to one side and look for moving vehicles • Students encouraged to be responsible, to walk slowly and to stay on walkways • Close adult supervision of students at all times
Entering, exiting and moving around the museum	<ul style="list-style-type: none"> • Trips, slips and falls • Sprains, breaks and bruising 	<ul style="list-style-type: none"> • Students encouraged to be responsible and walk slowly around the museum • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Close adult supervision of students at all times
Use of bathroom facilities	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Students sent to toilets in pairs and with an adult present at all times • Close adult supervision of students at all times
Opening and closing doors	<ul style="list-style-type: none"> • Sprains, breaks and bruising from fingers trapped in doors 	<ul style="list-style-type: none"> • Students reminded to close doors gently • Close adult supervision of students at all times
Museum exhibits	<ul style="list-style-type: none"> • Trips, slips and falls • Sprains, breaks and bruising • Hard train parts • Exposed tracks in floor • Fingers trapped in doors 	<ul style="list-style-type: none"> • Brief students about hazards and safety prior to visit • Students encouraged to be responsible and walk slowly around the museum

	<ul style="list-style-type: none"> • Accidents on Nippers Railway Playground 	<ul style="list-style-type: none"> • Students to close doors gently • One student in a rail cart at a time at the Nippers Railway Playground • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Close adult supervision of students at all times
Staff carrying hot food and drinks in the Trackside Café	<ul style="list-style-type: none"> • Burns from hot food and drinks • Trips, slips and falls • Sprains, breaks and bruising 	<ul style="list-style-type: none"> • Students encouraged to be responsible and take care walking in and around the Trackside Café during their visit • Close adult supervision of students at all times
Outside areas	<ul style="list-style-type: none"> • Possible exposure to sun, rain, wind, etc. causing sunburn or illness 	<ul style="list-style-type: none"> • Students advised to dress appropriately for the weather and to bring water bottles, hats, sunscreen, jackets etc. • Students without a hat are to stay under cover • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Close adult supervision of students at all times