

Tūhura Otago Museum – Risk Assessment and Management System (RAMS)

While all reasonable care is taken to ensure the safety of students and accompanying adults during their visit, teachers remain responsible for their students and accompanying adults while at the Museum.

Risk Assessment Table

Hazard	Elimination / Isolation / Minimisation Controls	Action if Hazard Occurs
Student-specific medical conditions	<ul style="list-style-type: none"> • Teachers must disclose relevant medical conditions prior to visit. • Teachers are responsible for required medication and medical support. • Examples include epilepsy, pacemakers, and sensory impairments. • Teachers administer medication as required. 	<ul style="list-style-type: none"> • The teacher notifies Museum staff immediately. • Emergency services contacted if required. • Incident form completed.
Viral / bacterial contamination (including COVID-19)	<ul style="list-style-type: none"> • Handwashing and hygiene encouraged on arrival and throughout the visit. • Teachers ensure attendees are free from cold/flu symptoms. • Accurate attendance records kept for contact tracing. • Sleepover groups maintain hygiene practices. • Museum staff follow hygiene and PPE protocols where required. 	<ul style="list-style-type: none"> • If linked to Museum: school contact details provided to health authorities. • If linked to a school group: school provides visit details to health authorities.

<p>Getting lost</p>	<ul style="list-style-type: none"> • Students under 14 must always be supervised. • Minimum supervision ratios: <ul style="list-style-type: none"> – Early childhood 1:4 – Primary/Intermediate 1:6 – Secondary 1:10 • Adults briefed on supervision responsibilities. • Boundaries explained at the start of visit. • Under 14s leaving the group must be accompanied. 	<ul style="list-style-type: none"> • The teacher notifies Museum staff immediately. • Immediate area searched. • Facilities Manager notified. • Police contacted if required. • Incident form completed.
<p>Emergencies / natural disasters</p>	<ul style="list-style-type: none"> • Safety briefing provided at beginning of visit. • Teachers must bring a class list. • All Museum staff trained as fire wardens. • Follow Museum staff instructions during evacuation. 	<ul style="list-style-type: none"> • Teachers account for all students. • Follow evacuation procedures.
<p>Slips on wet concrete / falling into ponds (Tropical Forest)</p>	<ul style="list-style-type: none"> • Running is not permitted in Tropical Forest. • Pond locations identified during briefing. • Close supervision near water features. 	<ul style="list-style-type: none"> • First aid administered. • Incident form completed.
<p>Trips and falls (floors, stairs, display cases)</p>	<ul style="list-style-type: none"> • All stairs fitted with handrails. • Visitors must walk at all times. • Teachers ensure bags are only brought when necessary and stored safely. • Groups may be directed upstairs for bag storage. • All on-floor staff trained in first aid. 	<ul style="list-style-type: none"> • Minor: first aid onsite, incident form completed. • Serious: teacher notifies staff, emergency services contacted, incident form completed.

<p>Cuts, burns, bruising (practical activities)</p>	<ul style="list-style-type: none"> • Risks identified before activities begin. • Staff demonstrate correct equipment use. • Teachers assist with supervision and role modelling. • First aid trained staff onsite. 	<ul style="list-style-type: none"> • Minor: first aid onsite, incident form completed. • Serious: emergency services contacted, incident form completed.
<p>Biological material (Tropical Forest)</p>	<ul style="list-style-type: none"> • Students advised not to drink from ponds or water features. • Supervision to prevent inhaling or ingesting plant material or soil. 	<ul style="list-style-type: none"> • First aid if required. • Incident form completed if necessary.
<p>Planetarium (dark environment / motion sensitivity)</p>	<ul style="list-style-type: none"> • Safety briefing provided before the programme. • Remain seated when lights are off. • Close or avert eyes if experiencing motion sensitivity. 	<ul style="list-style-type: none"> • Lights turn on immediately if someone moves during a dark period. • Assistance provided if needed.

Contact Details

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