

Australian National Maritime Museum School WHS Risk Management Plan

School:	Date of excursion:
Group/Class:	Location of excursion: ANMM Darling Harbour and surrounding Pyrmont area
Number of students:	
Number of accompanying adults:	Contact numbers: Mobile phone contact on day:
Name of booked program:	Vessels: HMAS Vampire HMAS Onslow

Risk Identification	L/M/H	Risk Control	By Whom	When
Emergency situations requiring evacuation	Low	ANMM evacuation procedures; All staff trained in evacuation procedures Wardens on site to assist	ANMM staff	During induction Ongoing
Slippery external areas when wet	Low	Students cautioned against running	ANMM staff	During induction
Trip and fall hazards on vessels including stepping over watertight doors, backward descent on steep stairs, ramps Occasional maintenance on vessels	Low	Trip hazards identified and/or covered where possible. Maintenance areas roped off. Students, teachers and chaperones informed; close teacher and chaperones supervision	ANMM staff	During induction
Low head room and possible claustrophobic conditions for some students on board vessels	Low	Students, teachers and chaperones informed; close teacher and chaperones supervision	ANMM staff	During induction
Wharves surrounded by water with no railings	Low	Students, teachers and chaperones informed; close teacher and chaperones supervision	ANMM staff	During induction
Separation of individuals from main school group	Low	Teachers and parents must always supervise students. Schools adhere to ANMM adult/student ratios	ANMM staff School staff	During induction
Weather extremes	Low	Closed flat shoes, sunscreen, hat, water bottle, wet weather gear where necessary; School groups accommodated where possible in covered or indoor areas. Alternate programs offered in some cases.	ANMM staff	Ongoing
Falling overboard while embarking, cruising and disembarking	Low	Teacher and chaperone supervision while embarking, cruising and disembarking. Induction for school staff, students & chaperones	ANMM staff School staff Vessel crew	On wharf and on board vessels
Construction, roadwork, crossing roads and other hazards encountered while walking through Pyrmont	Low	Groups cautioned about possible situations; Assessment of the situation as walk proceeds; cross at controlled crossings and/or with due diligence in other circumstances; museum educators carry mobile phones; Close teacher and chaperone supervision	ANMM staff School staff	Ongoing

Do you have any special requirements? If so please list below.

Risk management plans communicated to Name: School position: Signature: Date:	Excursion Coordinator Name: School position: Signature: Date:
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Please complete this form and email to bookings@sea.museum

Telephone inquiries: (02) 9298 3655

Information for Schools

This information should be read, and the Risk Assessment completed and **returned to the museum prior to the excursion**. Please distribute to all staff attending the excursion.

Thank you for booking an education program with the Australian National Maritime Museum. We look forward to your visit. We have many significant objects accessible only here, and our Education Programs are designed to give students the best possible learning opportunities which will complement what you are doing at school.

Risk Information:

The specific Risk Management Plan you have completed was prepared to assist schools identify the potential risks associated with a visit and the controls in place to manage those risks.

Teachers, students and chaperones all have a role to play in risk management. Schools should note that our museum educators are fully trained teachers with extensive educational experience and have passed a 'Working with Children' check as have our museum volunteers.

Buses

- If you are coming by bus, please ask your driver to let you off at the bus stop at the main entrance to the museum before parking in the designated areas. These must be **pre-booked in advance**.

On the Day

- Please meet your museum educator/s at the main entrance door. They will provide a 15-minute safety talk and discuss your visit to the Museum. Your museum educators will assist you in locating an area for recess and/or lunch as well as toilets. After the induction, the students' bags will be placed in the bag containers. Workplace Health and Safety guidelines require that all hats must be stored while visiting the vessels. Teacher's first aid kits should be in a small bag.
- **Groups will be divided on the day** by your museum educators. Students will be divided into groups in accordance with the nature of the tours, availability of museum educators and visitor numbers on the day. Timetables will be issued on the day of your visit. Please note: It is not always possible for larger groups to have a break together.

Confirming your visit:

- One week prior to visiting the museum please check you have sent your completed Risk Assessment
- If your group number is going to vary by more than 10 students, please email bookings@sea.museum
- Cancellations must be made at least 24 hours prior to the excursion, otherwise a fee may be charged. Where ferries and/or museum educators are part of the excursion, cancellation less than 24 hours prior will require payment to cover these costs.
- We will send you an **invoice by email after your visit** for the number of students who attend on the day.

Visiting the Museum Vessels

- All students visiting the vessels must always be under direct supervision of an adult. Specific levels of supervision are required on each vessel. Depending on the program, and numbers, not all students may be on a vessel simultaneously.
- Groups visiting HMB *Endeavour* must be participating in a booked museum educator lead program.
- Closed-in flat shoes are best for all vessels. High heels are not permitted.
- Specific risks on vessels include slippery external areas when wet, trip & fall hazards (ropes, fittings, storm door sills) narrow corridors, steep stairs, ladder access & egress from submarine and HMB *Endeavour*, low headroom, & claustrophobic atmosphere on submarine and HMB *Endeavour*.

General Requirements and Teacher / Chaperone Responsibilities

The museum is a public facility and wants everyone to enjoy their visit, so there are certain things that we ask of schools:

- **All students and teachers/chaperones must attend a School Visit Induction** before the commencement of the program. At the conclusion of the induction, the teacher-in-charge and the museum educator must sign a School Visit Induction Checklist provided on the day.
- **Teachers/chaperones remain responsible** for the general health and safety of students, as at school. Please always stay with your specific group of students and assist them to keep their focus on the workshop and/or tour.
- **Teachers/chaperones should actively supervise** and ensure an acceptable standard of student behaviour. Unruly student behaviour which is dangerous or disruptive to other museum patrons or staff is not acceptable and may result in the school group being asked to leave the museum.
- Schools must **meet the required teacher/student ratios** and should aim to meet the preferred ratios. As these are a matter of safety, failure to do so may result in vessel or museum tours being cancelled and/or some students being excluded.
- Any accident or incidents involving a student, teacher, chaperone or other member of the public must be reported to Museum personnel. Requirements for first aid can be referred to a uniformed security staff.
- If an emergency evacuation from a vessel or building becomes necessary schools must follow the directions of museum personnel; teachers/chaperones must accompany students in the case of evacuation.
- Pens are not permitted within the Museum. Please bring pencils for student worksheets.
- Some programs require students to complete worksheets. These are sent to the school in advance of the excursion to be run off and distributed to students. Schools that do not bring worksheets with them may attract an additional administration fee.
- Ensure that all students and any chaperones have mobile phones turned off and place your own on silent.
- If running more than **10 minutes late** for a program, please **ring reception (02 9298 3777)**.

Supervision Ratios:

- One of our principle risk controls is a requirement that the following supervision ratios are adhered to and that students are ALWAYS under effective supervision by teachers and chaperones.

Preferred supervision ratios for visits to the museum exhibitions

<ul style="list-style-type: none">• Kindergarten to Year 2• Years 3 to 6• Years 7 to 10• Years 11 & 12	<ul style="list-style-type: none">• 1 adult per 5 students• 1 adult per 10 students• 1 adult per 15 students• 1 adult per 20 students
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Required supervision ratios for visits to the museum vessels (children must be above 90cm)

<ul style="list-style-type: none">• Destroyer HMAS <i>Vampire</i> and• Submarine HMAS <i>Onslow</i>• HMB <i>Endeavour</i>• <i>James Craig</i>• Visiting vessels	<ul style="list-style-type: none">• Years K-6 1:15• Years 7-12 1:20• Years 11-12 1:25• Years 2-12 1:15• Years K-12 1:15• Various
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- Supervising adults are admitted free in the above ratios, as are carers for students with special needs.
- These numbers are regulated by museum WH&S requirements and cannot be changed.