

# Risk Assessment Management (RAM) document for visiting Great War Exhibition Wellington

**Purpose of this Document:**

The purpose of this Risk Assessment Management document is to ascertain what possible risks education groups might be exposed to while visiting The Great War Exhibition and how those risks will be managed.

**The Purpose of Risk Assessment is to:**

- Identify possible risks and hazards;
- Incorporate measures that will eliminate or minimise identified hazards;
- Ascertain the action to control and minimise the extent of any injury.

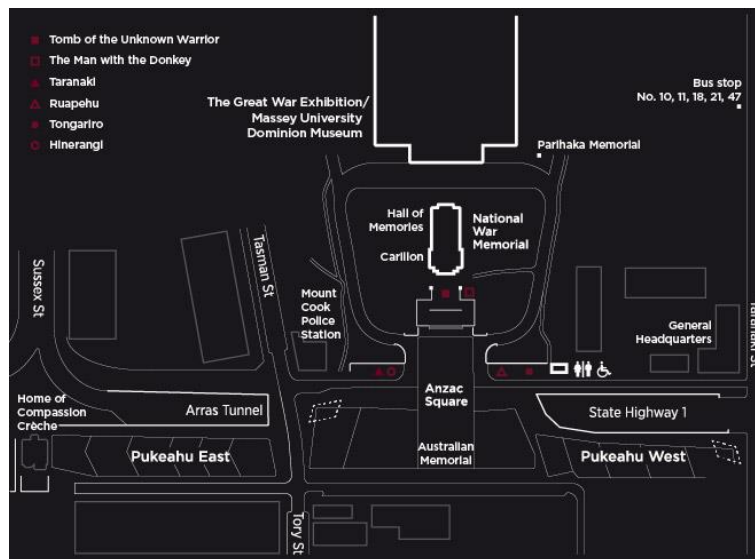
**The Purpose of the Health and Safety at Work Act 2015:**

- The main purpose of this Act is to provide for a balanced framework to secure the health and safety of workers and workplaces;
- To give regard to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.

<b>Venue</b>	The Great War Exhibition
<b>Location</b>	15, Buckle Street, Mount Cook, Wellington Please note: - Vehicle access to Buckle St. is via Tory Street/Tasman Street only; - Exit for vehicles is via Taranaki St. only.
<b>Phone</b>	027 645 77 25 (Educator) (04) 978 25 00 (General enquiries)
<b>Email</b>	education@greatwarexhibition.nz
<b>Website</b>	www.greatwarexhibition.nz

**Please note:** The Great War Exhibition is located within Pukeahu National War Memorial Park which is a shared pedestrian/traffic area. Vehicle access is from Tory/Tasman St and vehicle egress is from Taranaki St ONLY.

The Great War Exhibition is wheelchair accessible.



## Recommendations for education visits and Holiday Programmes:

- For the purpose of this document, “Teacher” applies to the adult responsible for the safety of the group, including Holiday Programme staff/leaders. “Education programme” or “visit” refers to Holiday Programmes as well. “Student” refers to Education/Holiday Programme participants.
- Bookings for Education visits and Holiday Programmes are essential.
- This form is specific to visiting The Great War Exhibition. If your Education or Holiday Programme also includes time in Pukeahu National War Memorial Park, please take the time to also read the Pukeahu Park RAM which can be found [here](#).
- For Education visits, standard teacher-student ratios apply;
- There is a bus pick-up/drop-off area directly outside the entrance to The Great War Exhibition – however there are no parking areas for buses. The closest public bus parking is available on Tory Street, next to Mount Cook School. There is also pay and display parking available on site (cars only);
- The Great War Exhibition is wheelchair accessible. A number of wheelchairs and a walking frame are available to the public if necessary.

### **Please note:**

The information provided above is current as at September 2017. It has been provided by The Great War Exhibition to assist teachers in their risk management planning for excursions.

Newly identified risks and hazards may be added to this RAM form from time to time or as needed.

If you discover a new hazard or if you have any concerns about your safety or the safety of your group, please inform our staff immediately.

## Risk Assessment Form

<b>Risk or Hazard</b>	<b>How the risk is eliminated or minimized</b>	<b>Person(s) responsible:</b>
<b><i>Fire, earthquake, natural disaster, evacuation of the building</i></b>	All students are to be briefed on the appropriate evacuation procedures, assembly points and what will happen in the event of an emergency	Educator
	In the event of an emergency, Exhibition staff will give directions	Educator/Great War Exhibition staff
	Emergency Procedures Manuals are affixed to the wall in key areas	Health & Safety Manager
	First aid provisions are available on site	Health & Safety Manager
	Staff are first aid trained	Health & Safety Manager
	The classroom teacher is to bring a class list and perform a roll call after the evacuation	Teacher
<b><i>A member of the group gets lost or separated from the tour</i></b>	The Teacher is to advise students to keep close to the class group before the visit and is to actively supervise students	Teacher
	The Teacher is to bring a class list and perform a roll call before/after the visit	Teacher
	Students are to be instructed to report to the Front Desk if they become separated from their group	Teacher/Educator
	Security will be contacted if required	Great War Exhibition staff/Educator
<b><i>Student needing to leave the group and being unaccompanied</i></b>	The Teacher is to inform students that if they need to leave the group (e.g. to use the restroom or for any other reason), they must inform an accompanying adult from their group	Teacher
	The Teacher is to be aware of any students leaving the group and know where the students are at all times	Teacher
	Students will be given an opportunity to use the restroom prior to their visit. For this to happen, we recommend that schools arrive 15 minutes before their visit starts	Educator
	During self-guiding visits, the Teacher is to accompany the students through the galleries and ensure the students' safety. The teacher is to report any incidents or accidents to staff immediately.	Teacher
<b><i>Extreme weather conditions</i></b>	Signage will be in place in extreme weather conditions to advise visitors of safest means of ingress/egress	Great War Exhibition staff/Educator
	Handrails and a ramp are provided to aid the ingress/egress of students	Great War Exhibition staff
	Initial briefing and post-visit debriefing will take place inside if necessary	Educator
	Children are to wear suitable clothing according to weather conditions	Teacher

<b>Risk or Hazard</b>	<b>How the risk is eliminated or minimized</b>	<b>Person(s) responsible:</b>
<b>Particularly large groups can be difficult to manage</b>	Number of education group participants is limited to 25 per Educator. Larger groups will be split within the Education Team	Educator
	Applicable student-teacher ratios must be adhered to: - Primary school students: 1 to 8 - Secondary School students: 1 to 15	Teacher
<b>Stairs</b>	Rails are available. Wheelchair ramps are also available outside/inside to enable full accessibility	Great War Exhibition staff/Educator
<b>Revolving door</b>	Signage is in place directing that no more than two people are to use the revolving door at any one time for safety reasons	Great War Exhibition staff
	The Teacher is to supervise students and ensure that the revolving door is used safely	Teacher
	Pram or wheelchair users are to enter the premises via automatic doors (clearly marked)	Teacher/Educator
<b>Uneven flooring Ventilation grates Wheelchair ramps between rooms Other tripping hazards</b>	Students are to be made aware of tripping hazards before their visit commences	Educator/Great War Exhibition staff
<b>Objects with protruding edges</b>	Students are to be made aware of protruding edges inside the Exhibition before their visit commences	Educator/Great War Exhibition staff
	Caution and foam tape are applied to hardware with protruding edges	Exhibitions Manager
<b>Student becoming unwell or ill</b>	Staff are first aid trained	Health & Safety Manager
	First aid provisions are in place	Health & Safety Manager
	A defibrillator is available if required	Great War Exhibition staff/Educator
	Emergency services are notified if necessary	Educator/Teacher
<b>Road accident outside The Great War Exhibition</b>	Teacher is to advise participants that the Pukeahu National War Memorial Park precinct is a shared traffic/pedestrian area	Teacher/Educator
	First aid kits and a defibrillator are located in The Great War Exhibition and Hall of Memories	Health & Safety Manager
	For significant injuries, emergency services are notified	Educator/Teacher

Risk or Hazard	How the risk is eliminated or minimized	Person(s) responsible:
<b>Craft activities</b>	Students are to be provided with age appropriate and safe craft equipment and will be supervised during craft actives.	Great War Exhibition staff