



## GROUPS AND SCHOOLS RISK ASSESSMENT GUIDE

### Ballina Naval & Maritime Museum

#### **Venue and Safety Information**

- Ballina Naval & Maritime 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 group leaders, the school and its teachers while on excursion at Ballina Naval & Maritime Museum.
- Please provide us with details of any special needs or concerns you may have prior to your arrival.
- Busses should disembark in carpark adjacent to the museum. Parking for busses is not always available and drivers may have to park in another location.
- **WE ARE A COVID 19 SAFE VENUE AND ALL VISITORS MUST COMPLY WITH REGULATIONS**

#### **Access and Facilities**

- A bus drop-off area is provided at the front of the building on Lindsay Street.
- Public toilets including disabled facilities are available.
- Ballina Naval & Maritime Museum is a single floor building. One exhibit, the “Florrie” has a stair to upper the deck.

#### **Workplace Health and Safety**

- Ballina Naval & Maritime Museum has clearly marked fire exits. In the event of an emergency follow the instructions given by the Watch Keeper (Volunteers on Duty).
- A map of the Museum showing exits is available on request.
- First aid facilities for minor injuries onsite Groups should also have first aid kit available. Defibrillator available onsite.
- Ballina Naval & Maritime Museum has Public Liability Insurance.



## **Groups & 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 activities and tasks that are commonly done during school visits at Ballina Naval & Maritime 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 Ballina Naval & Maritime Museum by paying attention to the following guidelines:**

- **Provide a sufficient number of adult supervisors for the age and ability of your children, ratios for the Ballina Naval & Maritime Museum are Primary 1:10, Secondary 1:15**
- **Supervise your children closely at all times and read signs and instruction labels carefully;**
- **Students should have hats and sunscreen all year round;**
- **Students/ Groups should be briefed on safety prior to their museum visit;**
- **There is to be no running within the Museum**
- **There is to be no food and drink within the Museum building**
- **Bags should be neatly arranged along the wall near “PV Richmond”**
- **Cameras and photos allowed**
- **Watch Keeper may ask to examine bags which are not left for safe keeping**
- **Students should not visit the ‘The Shop’ unless permission of supervising teacher is obtained**



Part of planning a successful excursion is doing a careful risk assessment of the location first. To make this process easier we have compiled this simple hazard awareness table. NB: Please remember that this is a guide only and only valid if completed by the teacher/group leader.

Activity/Tasks	Possible Hazard	Action
Arrival	<ul style="list-style-type: none"> <li>• Trips</li> <li>• Slips</li> <li>• Falls</li> <li>• Car accident</li> </ul>	<ul style="list-style-type: none"> <li>• Bus to stop at in car park adjacent to museum</li> <li>• Exit on non-traffic side</li> <li>• People are encouraged to walk slowly</li> <li>• People to walk on pavements</li> <li>• Close teacher / adult supervision</li> </ul>



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<b>Trips, slips and falls around the museum</b>	<ul style="list-style-type: none"><li>• Sprains</li><li>• Breaks</li><li>• Bruising</li></ul>	<ul style="list-style-type: none"><li>• People are encouraged to walk slowly</li><li>• People should stay on walkways</li><li>• Close teacher/adult supervision</li></ul>
<b>Bumping into objects around the museum</b>	<ul style="list-style-type: none"><li>• Sprains</li><li>• Breaks</li><li>• Bruising</li></ul>	<ul style="list-style-type: none"><li>• People are encouraged to walk slowly</li><li>• Stay on walkways</li><li>• Close teacher/adult supervision</li></ul>



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<p><b>Inappropriate behaviour of members of the public</b></p>	<ul style="list-style-type: none"><li>• Students at risk from adults, other students and from those not known to them.</li><li>• Legal implications</li></ul>	<ul style="list-style-type: none"><li>• Children go to toilets with adult supervision</li><li>• Volunteers will not let children leave the building</li><li>• Display detailed Conditions of Entry</li><li>• Follow advisory signs</li></ul>
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<p><b>Movement</b></p>	<ul style="list-style-type: none"> <li>• Sprains</li> <li>• Breaks</li> <li>• Bruising</li> </ul>	<p>Entry via main door.</p> <ul style="list-style-type: none"> <li>• Close teacher / adult supervision</li> <li>• Only three students on upper deck of 'FLORRIE'</li> </ul>
<p><b>Allergic reaction to plants in gardens</b></p>	<ul style="list-style-type: none"> <li>• Allergic reactions</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to advise teachers of the risk</li> <li>• Close teacher / adult supervision</li> </ul>
<p><b>Possible exposure to sun, rain, wind, etc.</b></p>	<ul style="list-style-type: none"> <li>• Sunburn</li> <li>• Cancer</li> <li>• Exposure</li> <li>• Illness</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to advise children to dress appropriately for the weather – hats, sunscreen, jackets, etc.</li> <li>• If they have no hat they are to stay under cover.</li> <li>• Report to teacher /supervisor</li> </ul>



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