

Australian National Maritime Museum School WHS Risk Management Plan

School:

Group/Class:

Number of students:

Number of accompanying adults:

Name of booked program:

Date of excursion:

Location of excursion:

ANMM Darling Harbour and surrounding Pyrmont area

Contact numbers:

Vessels:

HMAS Vampire

HMB Endeavour

Cruise

HMAS Onslow

James Craig

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 parents informed; close teacher and parent supervision	ANMM staff	During induction
Low head room and possible claustrophobic conditions for some students on board vessels	Low	Students, teachers and parents informed; close teacher and parent supervision	ANMM staff	During induction
Wharves surrounded by water with no railings	Low	Students, teachers and parents informed; close teacher and parent supervision	ANMM staff	During induction
Separation of individuals from main school group	Low	Teachers and parents must supervise students at all times. 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 parent supervision while embarking, cruising and disembarking. Induction for school staff, students & parents	ANMM staff School staff Vessel crew	On wharf and on board the vessel
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; TG carry radios Close teacher and parent 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:

Please complete this form and return by fax: (02) 9298 3660 or email to bookings@anmm.gov.au



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 accompanying adults all have a role to play in risk management. Schools should note that our Teacher Guides are fully trained teachers with extensive educational experience, and have passed a 'Working with Children' check as have our 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 Teacher Guide/s at the main entrance door. They will provide a 15 minute safety talk and discuss your visit to the Museum. **This time is in addition** to the length of your program. Your Teacher Guides will assist you in locating an area for recess and/or lunch as well as toilets. After the induction all of the students' bags and hats will be placed in the bag containers. Hats need to be placed in students bags during tours for Workplace Health and Safety requirements. Teacher's first aid kits should be in a small bag.
- **Groups will be divided on the day** by your Teacher Guides. Students will be divided into groups in accordance with the nature of the tours, availability of Teacher Guides 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 phone (02) 9298 3655 or email bookings@anmm.gov.au
- Cancellations must be made at least 24 hours prior to the excursion, otherwise a fee may be charged. Where ferries and/or teacher guides 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 be under **direct** supervision of an adult at all times. 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 museum Teacher Guided 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

- All students and teachers/accompanying adults undertaking an organised visit to the museum must attend a School Visit Induction before the commencement of the program. At the conclusion of the induction, the teacher-in-charge and the Teacher Guide (Museum) must sign a School Visit Induction Checklist which will be provided on the day.
- Teachers/accompanying adults remain responsible for the general health and safety of students, as at school. Teachers/accompanying adults must remain with student groups at all times, 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. This may also result in future requests for visits being denied.
- 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 involving a student, teacher 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/adults must accompany students in the case of evacuation.

Teacher Responsibilities:

- The museum is a public facility and wants everyone to enjoy their visit, so there are certain things that we ask of schools:
- Student discipline and duty of care are the responsibility of the visiting teacher/s. Please stay with your specific group of students at all times and assist them to keep their focus on the workshop and/or tour.
- Remind parents that they are to actively supervise the group for whom they are responsible.
- 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 accompanying parents have mobiles turned off, and their own on silent.
- If running more than 30 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 under effective supervision by teachers and/or other adults **AT ALL TIMES**.

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

<ul style="list-style-type: none"> • Destroyer HMAS <i>Vampire</i> • Submarine HMAS <i>Onslow</i> • HMB <i>Endeavour</i> 	<ul style="list-style-type: none"> • Years K-6 1:10 • Years 7-12 1:15 • Years 2-12 (children must be above 90cm) 1:9 • Years 2-12 (children must be above 90cm) 1:10
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<ul style="list-style-type: none">• <i>James Craig</i>• Visiting vessels	<ul style="list-style-type: none">• All years 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 OH&S requirements and cannot be changed. It will make your visit more enjoyable and streamlined if these groupings are organised before you come to the museum.