

EDUCATION – RISK ASSESSMENT

SCHOOL VISITS TO THE DINOSAUR HOUSE MUSEUM

Risk Assessment & Information

The Dinosaur House is insured with Albany Insurance for Public Liability Insurance. The amount of cover provided by this policy is \$1 million.

1/ The group leader should be aware of all NZ Ministry Of Education guidelines regarding school visits.

2/ School parties do not visit any high risk areas in the Museum. The school should arrange adequate supervision as necessary. It must be emphasized that primary responsibility for the supervision of children on the visit rests with the teachers/helpers, and every group should be accompanied by the appropriate number of teachers/helpers in relation to the number of children.

Within the Museum it is often advisable for school parties to split into smaller groups to aid the educational process. Each of these smaller groups must have a teacher/helper supervising it at all times.

3/ The majority of the Museum is indoors, with the exception of the backyard dinosaur display which is fully fenced and secured by a large locked gate.

4/ There are limited public toilet facilities at the Dinosaur Museum however there are public toilets across the road.

5/ All potentially dangerous chemicals are stored in a locked cupboard.

6/ Any necessary First Aid treatment should ideally be provided by teachers/supervisors and details regarding specific medical problems i.e. allergy to plasters should be fully ascertained by them. A First Aid Kit is available at the Museum. The nearest hospital is Whanganui Hospital, which has an Accident & Emergency Department, and is approximately 1 hour and 10 minutes away.

7/ Please note that the staff and parent helpers are allowed in free on a basis of one to every ten children for the purpose of supervision.

8/ We advise that teachers should always make their own exploratory visit to carry out their own specific risk assessment with the needs of their particular group in mind, and to familiarise themselves with the Dinosaur Museum and its environment. These preliminary visits are free of charge to teachers who have booked a visit or who are proposing to book a visit.

Risk Assessment for Schools & Groups

Introduction:

This risk assessment has been compiled to provide information to schools and similar groups visiting The

Dinosaur House Museum, Raetihi. It is strongly recommended, in line with the NZ Ministry Of Education guidelines, that teachers and supervisory staff carry out their own specific risk assessment prior to the main visit.

The Dinosaur Museum is situated in the centre of Raetihi – a small township in Ruapehu.

Coach parking is directly outside the Dinosaur Museum on Seddon Street.

Whilst all school groups are under the general guidance of the Museum Staff, responsibility for the pupils rests at all times with the supervising teachers.

The risk assessment is based on the understanding that groups are supervised by an appropriate number of teachers and Parent/Carers in accordance with the NZ Ministry Of Education.

It is deemed that the overall risk level for the Dinosaur House Museum is LOW

All fire prevention equipment is regularly tested by a qualified engineer.

A first Aid Kit is available.

LOW RISK

The Dinosaur House Museum is situated on Seddon Street, Raetihi and children can access the Museum directly from the pavement.

Our display cases are made of toughened glass or perspex.

Our displays are fixed where necessary and our larger display dinosaurs are made of light foam rubber.

All fire and safety equipment is tested regularly with fire prevention practised.

Automatic smoke detectors and fire extinguishers are present.

Children do not have access to any hazardous substances.

Slips, Trips & Falls

The museum has level floors throughout with adequate lighting levels.

Children should take extra care on the stairs, which are steep and should use the handrail.

On the upper floor overlooking the stairs extra care should be taken and children should be supervised at all times.

There should be no running in the museum.

LOW MEDIUM RISK

Backyard Dinosaur Display

Slips, Trips & Falls

The paved surface in the backyard is not entirely level and in colder weather can become slippery. There is a small paddle pool for the backyard ducks 90cm x 79cm x 21cm and extra care should be taken around it. Children should be supervised at all times.

Useful Information:

Dinosaur House Museum, 102 Seddon Street, Raetihi 4632 Tel: (06) 3853344

Curator: Ian Moore (06) 3853344

Email: info.dinosaurhouse@gmail.com

Nearest hospital with a full Accident & Emergency Department:

Whanganui Hospital, 100 Heads Road, Gonville, Whanganui 4501 Tel: (06) 348 1234

Police: Raetihi Police Station (06) 385 4002

Emergency Services: Ambulance/Police/Fire 111