



LANDSBOROUGH MUSEUM
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SCHOOL 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 areas at Landsborough Museum that may be visited 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 the Landsborough Museum by paying attention to the following guidelines:

- Provide appropriate number of teachers/supervisors for the age and ability of your children. The minimum required adult to student ratio is as follows:
Kindergarten and Prep 1:3
Primary School 1:5
High School 1:10
- Supervise your children closely at all times and read signs and instruction labels carefully.
- Supervisors are expected to supervise the group they are with; therefore we strongly discourage the attendance of other children who are not part of the group visiting.
- There is no running within the museum
- There is no food or drink in the display areas of the museum
- School bags to be left in the breezeway of the museum
- Be aware of changes in the weather and how this may affect your environment, in particular surfaces

Please be aware Landsborough Museum is not air conditioned and for health and safety reasons, we close once the temperature reaches 35c.

Teacher's and Group Leaders are welcome to come to conduct their own site risk assessments free of charge, during our opening times.



Hazard Awareness Table Guide

Area of Museum	Possible Hazard	Action
Mounting/Dismounting bus at museum	Trips/Slips/Falls	Brief pupils on safety Close adult supervision Hold onto safety handles and bars
	Traffic	Wait on grass/footpath where it is safe Adult directing children when and where it is safe to cross
Walk to Museum	Traffic	Brief pupils on safety Adult directing children when and where it is safe to cross Walk/wait on footpaths and grass where it is safe Encourage children to pair up and walk in a line where possible
Entrance to Museum	Trips/Slips/Falls	Watch where you are walking Hold on to rail when walking up ramp/steps
	Bumping into Doors/Walls Displays	Watch where you are walking Walk through entrance and no pushing/shoving/running
Museum Exhibits/ Breezeway Area of Museum	Hazard/Warning Signs	Read all warning signs and follow accordingly Do not touch displays unless it says you can
	Bumping into Displays/Fans	Watch where you are walking No running in the museum
	Cuts/Finger Jamming	Do not touch displays unless it says you can
	Trips/Slips/Falls	Walk through museum, no running Look out for possible hazard signs Hold on to safety rails where they are present
Outside Areas	Trips/Slips/Falls	Look out for possible hazard signs
	Foot Traffic	Children should be in groups supervised by an adult No running



Toilets	Safety	Children to go in pairs to the toilets
	Door's Sticking	Ask Museum to un-stick doors
	Finger/Hand Jamming in Doors	Don't slam doors
	Trips/Slips/Falls	Look out for possible hazard signs
	Spills	Advise Museum staff of spills so they can clean them up
Visitors/Staff	Foot Traffic	Children should be briefed on stranger danger Be mindful of other visitors Stand to one side and walk in a line through busy areas
Emergencies	Emergency Situation	Any emergency will be controlled by the staff of the museum and all teachers and children will comply with instructions in any emergency
	Child Left Behind	Teachers are advised to take a roll when departing