

# Risk Assessment Plan



**Name of School:**  
**Name of Principal:**  
**Location of Excursion:** The Maritime Centre Newcastle  
**Date:**  
**Time:**  
**Group/Class**

**Number in Group/Class:**  
**Name of Excursion Co-ordinator:**  
**Contact Number:**  
**Risk Management Plan Communicated to:**  
**Accompanying Staff, parents caregivers, volunteers:**

<b>Hazard &amp; Risk Identification</b> (Physical, Chemical, Biological, Mechanical-Electrical, Psychological)	<b>Priority Low/Med/High</b>	<b>Risk Management Plan</b>	<b>By Who</b>	<b>By When</b>
Emergency Situations requiring evacuation	Low	The Maritime Centre has procedures to respond to a required evacuation	Maritime Centre	Ongoing
Slippery External Areas when wet	Low	Caution Students against running	Maritime Centre	Ongoing
Wharves surrounded by water – no fences	Low	Caution Students and teachers re this issue	Maritime Centre	Ongoing
Separation of individuals from main school group	Low	Caution Students and teachers re this issue	Maritime Centre	Ongoing
Lightshow with strobe light	Low	Caution Students and teachers re this issue especially those with brain function abnormalities eg epilepsy	Maritime Centre	Ongoing



## **School Visit Risk Management Plan**

Teachers and students visiting the Museum must be aware of the specific hazards and risks associated with their visit. Students must be supervised at all times with supervising adults admitted free to enable this in the ratio following ratios:

Kindergarten to Year 2: 1 adult free per 5 students;  
Year 3 & 4: 1 adult free per 10 students;  
Year 5 & 6: 1 adult free per 15 students.

Additional supervising adults may be admitted free on request as is any carer of a student with special needs.

Teachers must read the following information and acknowledge safety requirements prior to the excursion. Please fill out the Maritime Centre's School Risk Management Plan, sign and return it to the Museum in advance of your visit.

- If an emergency evacuation is required in any part of the Museum, all students and teachers must follow directions provided by Museum personnel.
- Any accident involving a student, teacher or other member of the public must be reported to Museum personnel.
- Unruly student behaviour, which is considered to be dangerous or disruptive to other museum patrons by ANMM personnel will not be tolerated and may result in the school group being asked to leave the Museum.
- Supervising teachers must sign & return the attached Risk Management Plan prior to their visit. The School Group Safety Checklist is to be signed after the School Safety Talk at the Museum.



**School Group Visit Safety Checklist**  
**To be completed prior to commencement of tour and after safety talk**

Teacher / teacher guide ratio to students with in Maritime Centre requirements		
All Visiting Students and teachers have attended School Safety Talk		
All visiting teachers / students understand that the school group must be supervised at all times when in Museum buildings and the required rate of teachers / supervisors to students is complied with		
Students and teachers are aware of the dangers surrounding the Maritime Centre due to wharves, water and traffic		
Students and teachers are aware that in the event of an emergency they are to follow the directions of Maritime Centre Personnel.		
Students and teachers are aware that they must report any accidents that occur to a Maritime Centre personnel.		
Students and teachers are aware that unruly behaviour is not tolerated at the Maritime Centre		
Are there any special arrangements required for this school visit? Please list:		
Corrective action (if no is answered to any of the above)		
Signed Teacher	Signed Maritime Centre	Date