

**RISK ANALYSIS and MANAGEMENT FORM**

The following Risk Analysis and Management Information is to help groups planning trips to the National Army Museum Te Mata Toa (NAM). NAM staff are trained to carry out emergency evacuation procedures. First Aid. First Aid kits are situated throughout the Museum.

<b>Museum Site - NATIONAL ARMY MUSEUM SCHOOL VISIT RISK ANALYSIS</b>					
Description of the Hazard	Potential Harm (consequences)	Sig. Hazard Y/N	Control(s)	Eliminate(E) Minimise (M)	Are controls effective Y/N
Ice in outdoor areas and carpark.	Slipping, falls	Y	<ul style="list-style-type: none"> <li>Ice matting at classroom entry;</li> <li>Caution when moving across the carpark in particular.</li> </ul>	M	Y
Traffic/moving vehicles	Multiple injuries	Y	<ul style="list-style-type: none"> <li>Awareness in carpark areas, students warned beforehand;</li> <li>Clear signage and markings for speed, parking;</li> <li>Meet and greet process;</li> <li>Spotters (school teachers/parents);</li> <li>Designated walkways with cones.</li> </ul>	M	Y
Wet Floors	Slipping	N	<ul style="list-style-type: none"> <li>'Wet Floor' signs;</li> <li>Visitors to advise NAM staff of any spills.</li> </ul>	M	Y
Survival of a Soldier - Rations Programme  Cooking in an open concrete-floored garage	Cold  Variable weather  Burns, cuts, abrasions  Food Allergies	N	<ul style="list-style-type: none"> <li>Schools are advised that students MUST wear suitable clothing and covered shoes;</li> <li>NAM staff brief classes re potential hazards before the session begins;</li> <li>First Aid box on site for minor injuries;</li> <li>Visiting teachers to brief NAM staff re students with food allergies. Teachers to bring an Epi Pen for students with severe allergies.</li> </ul>	M	Y

Museum Site - NATIONAL ARMY MUSEUM SCHOOL VISIT RISK ANALYSIS					
Description of the Hazard	Potential Harm (consequences)	Sig. Hazard Y/N	Control(s)	Eliminate(E) Minimise (M)	Are controls effective Y/N
Uneven surfaces, stairs	Tripping and slipping	N	<ul style="list-style-type: none"> <li>Walking only in the Museum;</li> <li>Use hand rails;</li> <li>First Aid boxes around the museum for minor accidents, first aid administered on site;</li> <li>Serious accidents, notify a NAM Staff member.</li> </ul>	M	Y
Getting lost, stranger danger	Multiple injuries	Y	<ul style="list-style-type: none"> <li>Visiting teachers to supervise students <u>at all times</u> for the duration of the visit;</li> <li>Students visiting the toilet or leaving the main group must be accompanied by an adult appointed by the school;</li> <li>NAM staff must be advised immediately if a student is unaccounted for.</li> </ul>	M	Y
Fire and earthquake.	Multiple injuries.	Y	<ul style="list-style-type: none"> <li>Safety briefing on arrival including evacuation process;</li> <li>Trained NAM staff to coordinate, supervise and assist.</li> </ul>	M	Y

**UNCLASSIFIED**

**VENUE NAME:** National Army Museum Te Mata Toa.  
**LOCATION:** State Highway 1, Waiouru.  
**POINT OF CONTACT:** Education Team  
**EMAIL:** [museumeducation@nzdf.mil.nz](mailto:museumeducation@nzdf.mil.nz)  
**PHONE:** 021495170 or 06 387 6911  
**WEBSITE:** [www.armymuseum.co.nz](http://www.armymuseum.co.nz)

**NOTE:** In the event of an incident, a 'Record of accident' form must be completed, in conjunction with a NAM staff member.