

### National Army Museum School Group Risk Analysis - Excursions

Description of Hazard	Potential Harm (consequences)	Sig. Hazard Y/N	Controls	Eliminate (E) Minimise (M)	Are controls effective
Fire and earthquake	Multiple injuries	Y	<ul style="list-style-type: none"> <li>• All led groups are shown the fire exits and are told the appropriate evacuation procedure.</li> <li>• National Army Museum (NAM) Education staff and hosts will manage the evacuation of school groups from the building.</li> <li>• NAM recommends the following supervision ratio, however your group will set the ratio for Education trips. The number of adults required to accompany pre-booked school groups is:</li> <li>• for secondary students 1:20</li> <li>• for primary students 1:6</li> </ul> <p>In the event of an alarm, National Army Museum Educators and Hosts provide emergency evacuation assistance to all museum visitors.</p>	M	Y
Student-specific ailments	Spread of disease Bodily harm	N	<ul style="list-style-type: none"> <li>• Groups are to disclose any significant medical ailments of individual students prior to the museum visit. Group leaders are to be solely responsible for students and their medical needs during their visit.</li> <li>• Group leaders are to administer medication based on student's individual medical ailments. In an emergency, notify a National Army Museum Educator or Host, who will ensure the emergency services are contacted.</li> </ul>	M	Y

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Slipping on wet floor	Slipping	N	<ul style="list-style-type: none"> <li>• 'Wet Floor signs are used within the Museum. Wet areas are indicated to groups by National Army Museum Educators or Hosts whenever possible.</li> <li>• Inform a National Army Museum Educator or Host of spills.</li> </ul>	M	Y
Uneven surfaces i.e. steps, ramps. Glass windows Air conditioning Plates in floor Barbed wire Other sharp articles in displays	Tripping and slipping	N	<ul style="list-style-type: none"> <li>• National Army Museum Educators will warn visitors of these potential hazards during safety brief.</li> <li>• There is constant checking of light levels.</li> <li>• Use of elevators for buggies or wheelchairs.</li> <li>• All stairs have hand rails.</li> <li>• Students and school teachers are to take care to avoid slips and trips by ensuring they walk, not run, and are mindful of where they are going and of other people around them.</li> <li>• For minor accidents, first aid will be administered on site and a 'Record of accident form' must be completed and handed to the National Army Museum Educator or Host.</li> <li>• For serious accidents, group leaders are to notify a National Army Museum staff member, who will ensure that emergency services are contacted.</li> </ul>	M	Y
Manual Artefact handling	Sprain or strain	N	<ul style="list-style-type: none"> <li>• National Army Museum Educators, Hosts and groups visiting should only lift objects with which they feel comfortable.</li> </ul>	M	Y

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Special Programme Rations	Allergies – Food Burns Cut & Abrasions	N	<ul style="list-style-type: none"> <li>• NAM Educators will warn visitors of these potential hazards.</li> <li>• For serious accidents, group leaders are to notify a National Army Museum staff member, who will ensure that emergency services are contacted.</li> </ul>	M	Y
Getting lost, or exposure to stranger danger	Bruising. Multiple injuries	Y	<ul style="list-style-type: none"> <li>• We recommend discussing this with your students prior to your visit.</li> <li>• The National Army Museum Educators are to disclose to groups at the time of booking that members of the public are likely to be present in the Museum.</li> <li>• Teachers are to ensure that the correct level of supervision is provided <u>at all times</u>. (National Army Museum guidelines are shown above)</li> <li>• Group leaders are to be solely responsible for the overall safety of the students.</li> <li>• Any student visiting the toilet, or leaving the main group for whatever reason, must tell a group leader and be accompanied by an adult appointed by the school/centre.</li> <li>• The NAM Staff are given training to manage these situations.</li> <li>• Group leaders are to immediately notify a National Army Museum staff member if a student is unaccounted for.</li> <li>• NAM staff and group leaders are to conduct an initial search of the immediate areas. Museum staff will contact the Police if necessary. Group leaders will ensure that their school/centre policy relation to lost children is followed.</li> </ul>	M	Y

