

Maryborough Military & Colonial Museum (MMCM)

Schools 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 activities and tasks that are commonly done during school visits at MMCM 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 MMCM and to the Gallipoli to Armistice Memorial by paying attention to the following guidelines:

- Provide a sufficient number of adult supervisors for the age and ability of your Students.
- Supervise your Students closely at all times and read signs and instruction labels carefully;
- Be aware of changes in the weather and how this may affect your environment, in particular surfaces; students should have hats and sunscreen all year round;
- Students should be briefed on safety prior to their museum visit;
- There is to be no running within the Museum or on Memorial Tour;
- There is to be no food and drink within the Museum building; and
- Student meals are to be consumed outside MMCM

Venue and Safety Information

- Maryborough Military & Colonial Museum (MMCM) makes every effort to provide a safe and comfortable environment for visiting students and teachers.
- Duty of care is the responsibility of the visiting school and its teachers while on excursion at Maryborough Military & Colonial Museum.
- Please provide us with details of any special needs or concerns you may have prior to your arrival.

Access and Facilities

- A bus drop off area is located across the street from MMCM on Wharf Street.
- Limited toilet facilities are available inside the facility.
- MMCM is a multi-level building with wheelchair ground floor access and stairs only to the next two levels.

Optional Offsite Guided Tour – Gallipoli to Armistice Memorial Tour - Walking tour conducted to the Duncan Chapman statue and military trail installation in Queens Park 300m from Museum. The walk will take us along footpaths from Wharf St to Richmond St and into Queens Park and return.

Workplace Health and Safety

- MMCM has clearly marked fire exits. In the event of an emergency follow the instructions given by the floor warden.
- A map of the Museum showing exits is available on request.
- First aid facilities and some trained officers are on site. First Aid Kit carried on Gallipoli to Armistice Memorial Walk.
- MMCM has Public Liability and Volunteer Insurance.

Hazard Awareness Table

Part of planning a successful excursion is doing a careful risk assessment of the location first. To make this process easier we have compiled this simple hazard awareness table. NB: Please remember that this is a guide only and only valid if completed by the teacher/group leader.

Activity/Tasks	Possible Hazard	Action
Arriving at the Museum, getting on and off the bus and traffic on Wharf Street	<ul style="list-style-type: none"> • Trips • Slips • Falls • Car accident 	Bus to stop at bus parking bay <ul style="list-style-type: none"> • Exit on non-traffic side • People are encouraged to walk slowly • People to walk on pavements • Close teacher / adult supervision while crossing street.
Trips, slips and falls around the Museum especially on stairs.	<ul style="list-style-type: none"> • Sprains • Breaks • Bruising 	<ul style="list-style-type: none"> • People are encouraged to walk slowly • People should not touch exhibits • Close teacher / adult supervision • Be careful on stairs
Bumping into objects around the museum	<ul style="list-style-type: none"> • Sprains • Breaks • Bruising 	People are encouraged to walk slowly <ul style="list-style-type: none"> • Stay on walkways • Close teacher / adult supervision
Inappropriate behaviour of other students or members of the public.	<ul style="list-style-type: none"> • Students at risk from adults, other students and from people not known to them. • Legal implications • Short & long term effects to individuals and others 	<ul style="list-style-type: none"> • Students go to toilets in pairs • Display detailed Conditions of Entry • Close teacher / adult supervision from outside and around toilets required at all times *Students do not exit Museum without permission.
Fingers trapped in doors	<ul style="list-style-type: none"> • Breaks • Bruising 	<ul style="list-style-type: none"> • Students not to open/close doors in any part of the museum. • Close teacher / adult supervision
Allergic reaction to surrounding environment	<ul style="list-style-type: none"> • Allergic reactions 	<ul style="list-style-type: none"> • Staff to advise teachers of the any risk • Close teacher / adult supervision
Possible exposure to sun, rain, wind, etc.	<ul style="list-style-type: none"> • Sunburn • Cancer • Exposure • Illness 	<ul style="list-style-type: none"> • Teachers to advise Students to dress appropriately for the weather – hats, sunscreen, jackets etc if needed. • If they have no hat they are to stay under cover