

Redcliffe Museum Risk Assessment

Venue and Safety Information for School Excursions

Location	Redcliffe Museum, 75 Anzac Avenue, Redcliffe, Queensland, 4020		
Phone number	(07) 3480 6700	Email	redcliffe.museum@moretonbay.qld.gov.au
Web address	www.moretonbay.qld.gov.au/Galleries-Museums/Locations/Redcliffe-Museum		
Insurance	The venue has current public liability insurance as per corporate directive or Moreton Bay Regional Council		
First Aid	The venue is always staffed with First Aid Officers, with several first aid stations. Teachers are advised to bring a first aid kit with them.		
Emergency Information	Emergency procedures including evacuation are in place at the museum and all museum guides are trained to deal with emergency situations. Students and staff will be briefed on emergency procedures on arrival to the museum.		
Accessibility	All areas of the Redcliffe Museum are wheelchair accessible, with a wheelchair accessible toilet.		
Blue Cards	All museum staff have current Blue Cards.		
Security	Museum contains a security system with security cameras throughout the building.		
Supervision	Students are to be supervised at all times by teachers and accompanying adults. When undertaking the activities students will be under the direct supervision and instruction of museum staff.		
Hospitality Services	Redcliffe Museum is located on Anzac Avenue which is a short walk to Woolworths supermarket, cafes, restaurants and fast-food outlets. The outdoor portico area is available for school lunch breaks.		

Risk Assessment Analysis Table

Activity / Program	Potential Risks	Likelihood	Consequences	Risk Rating	Control Measures
All programs and activities	Injury to body from trips and falls	Possible	Minor	Low	Students to be supervised at all times by teachers and accompanying adults. Students informed by museum staff please walk quietly when moving from activities and at any stage within the museum.
All programs and activities	Risk of injury from objects that may be heavy or have sharp edges or from bumping or climbing onto objects	Possible	Minor	Low	Students to be supervised at all times by teachers and accompanying adults. Objects that students can handle have been checked to make sure they are safe. Any touching of historic objects will be under the direct supervision and instruction of museum guide. Students must not be allowed to climb on any objects.
All programs and activities	Injury from a pre-existing medical condition such as asthma, allergies, diabetes.	Unlikely	Moderate	Low	Teachers are requested to advise the Museum prior to arrival of students with any medical conditions such as asthma, diabetes, allergies. Teachers advised to bring first aid kit.
All programs and activities	Getting lost	Rare	Minor	Low	Students to be supervised at all times by teachers and accompanying adults, under instruction of a museum guide. All students are given clear instructions before starting activities. Students are not permitted to leave the group unless given permission and accompanied by an adult or teacher.

Lunch Breaks	Injury from a vehicle.	Rare	Moderate	Med	Students to have their breaks in portico. Students to be supervised at all times by teachers and accompanying adults. Students alerted to the close proximity of the road and directed to not go near or cross the road.
Brick making	Allergic reaction to kinetic sand	Rare	Moderate	Low	Students asked if they have any allergies prior to participating in activities. Students with allergies will be given plasticine instead.
Lunch breaks / brick making activity	Stick injury	Possible	Major	Ext	Investigations being undertaken how to make the portico area safer including potential concreting of garden area or fencing. Staff and teachers to supervise children and ensure they do not enter the garden.

Risk Assessment Calculator

Likelihood	Consequences				
	Insignificant <i>No Injury, 0 - low</i>	Minor <i>First Aid Injury, low - medium</i>	Moderate <i>Medical Treatment, medium - high</i>	Major <i>Serious Injuries, major</i>	Catastrophic <i>Death, huge</i>
Almost Certain <i>is expected to occur at most times</i>	Med	High	Ext	Ext	Ext
Likely <i>will probably occur at most times</i>	Med	High	High	Ext	Ext
Possible <i>might occur at some time</i>	Low	Med	High	Ext	Ext
Unlikely <i>could occur at some time</i>	Low	Low	Med	High	Ext
Rare/Impossible <i>may occur in rare circumstances</i>	Low	Low	Med	High	High

Ext	Extreme risk, immediate action required
High	High risk, prioritised action required
Med	Moderate risk, planned action required
Low	Low risk, actioned by routine procedures