

### **EDUCATION GROUP RISK ASSESSMENT**

This document is designed to assist teachers and chaperones when completing their own risk assessment during a preliminary visit to the site (The Jump-Up). Activities and tasks that are commonly done during school visits at the Australian Age of Dinosaurs (the Museum) are listed alongside risks and control strategies.

Teachers and chaperones can minimise the risk to themselves and their group when visiting the Museum by paying attention to the following guidelines.

1. Students should be dressed appropriately, with access to water, hats and sunscreen. Closed shoes are mandatory. Note: some activities are messy or involve dirt.
2. Students should be informed of the Museum boundaries and emergency egress routes at the start of their Museum experience.
3. Student are required to stay on designated walking trails and alert their teacher, chaperone or Museum staff member if any dangerous wildlife is spotted.
4. Students are required to listen to Museum tour guides, adhere to the Museum's safety practices and respect the integrity of the fossil material they are working with.

One of the Museum's principle risk controls are the following supervision ratios:

Level	Teacher	Student/s
Prep students	1	5
Years 1 to 6	1	10
Years 7 to 12	1	15
Special needs	1	1

The purpose of this risk assessment is to identify:

- possible hazards,
- measures that will eliminate, isolate or minimise identified hazards and
- the action to control and minimise the extent of an injury.

### **VENUE AND SAFETY INFORMATION**

The Museum 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 the the Museum.

### **ACCESS AND FACILITIES**

The Museum ensures that:

- all equipment is routinely reviewed and maintained by specially trained staff, this includes the provision of personal protective equipment such as gloves and eyewear,
- wheel chair access is maintained
- ambient unisex toilets are available
- all Museum tour guides are trained in evacuation and emergency procedures and will relate the closest egress points to the school group upon their arrival and during activities
- Museum tour guides, leading education activities have a current First Aid certificate. Further at least one Fire Warden and two First Aid Officers are on The Jump-Up during public opening hours.
- first aid kits are readily available across The Jump-Up and a mobile phone is taken on all off-site activities
- Museum staff members, in direct contact with children, have current working with children blue cards and
- all fire exits are clearly marked, in the event of an emergency follow the instructions given by the Fire Warden.

<b>Venue name</b>	<b>Australian Age of Dinosaurs Museum of Natural History</b>		
<b>Location</b>	Lot 1 Dinosaur Drive, PO Box 408, Winton, Qld 4735		
<b>Phone number</b>	07 4657 0078	<b>Email</b>	bookings@aaod.com.au
<b>Web address</b>	australianageofdinosaurs.com		
<b>Insurance</b>	Yes, public liability insurance (policy number 93393152)		

Activity/ venue	Recommend age group	Responsibilities	Potential risks	Control strategies
<b>Arrival and departure</b>	All ages	Teachers and chaperones	Late arrivals	Education groups are required to arrive 20 minutes prior to their first scheduled tour or activity allocated. If delayed please contact the Museum on 07 4657 0078.
			Transport	Teachers and chaperones are responsible for supervising students while crossing roads and hopping on and off of buses.
			Trips and falls	Students should be reminded to use handrails when using any stairs and to be aware of slippery surfaces when wet.
			Lost student	Teachers and chaperones are responsible for accounting for students at every stage of the day.
			Access	The Museum is wheelchair accessible. A stroller or wheelchair are available in the Reception Centre, Fossil Preparation Laboratory and Dinosaur Canyon. Note: the 500m walkway between the Reception Centre and the Laboratory is not paved, groups are welcome to drive the distance if preferred.
			Large groups	Education groups greater than 25 students may be split in half. If this occurs please ensure correct teacher/ chaperone supervision is arranged prior to your arrival.
<b>Walking around the The Jump-Up</b>	All ages	Teachers, chaperones and Museum staff	Trips and falls	All Museum walk ways are well maintained. Museum tour guides will brief the groups about potential dangers including cliff edges, sun danger and uneven ground. Museum tour guides are trained in First Aid and First Aid kits are at each facility.
			Dangerous &/or poisonous wildlife	Museum tour guides will provide a brief awareness session for each group detailing the likelihood of wildlife and emergency procedures. Mobile phones are carried during all activities, especially those carried out off site.
			Overcrowding on general walkways	Students will be encouraged to walk in small groups or in pairs. Students are required to respect other visitors and give way when necessary.
			Exposure to seasonal weather conditions	Museum tour guides will carry a first aid kit and a mobile phone through out the groups visit. Teachers and chaperones must ensure students wear closed-in shoes and seasonally appropriate clothing. Hats, water and sunscreen are essential.

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<b>Storage facilities</b>	All ages	Teachers, chaperones and Museum staff	Lost property	Bags cannot be taken into the Laboratory or Collection Room. Teachers and chaperones should ask students to leave their bags on the bus and bring only necessary items such as hats, sunscreen and jumpers with them into the Museum. The Museum takes no responsibility for student belongings left on the bus or elsewhere in the Museum and it is recommended valuables are not brought on the excursion. Please report any lost property to staff members at the Reception Centre front counter.
<b>Student behaviour during the visit</b>	All ages	Teachers and chaperones	Injuries caused by trips and falls, climbing bronze dinosaur statues, diverging off walking tracks, touching electrical equipment, sharp objects or heavy objects, disruptive or abusive behavior	<p>Before the visit, teachers and chaperones should remind students:</p> <ul style="list-style-type: none"> <li>• not to run,</li> <li>• to always stay on the designated walking paths</li> <li>• to listen and respect their Museum tour guide</li> <li>• to maintain good WHS practices and to ask their Museum tour guide should they need advice concerning safety and</li> <li>• not to touch any fossils, equipment or tools without the approval of their Museum tour guide.</li> </ul> <p>On arrival groups will be briefed by a Museum tour guide. It is the teachers and chaperones responsibility to keep students adequately supervised at all times and take head counts at regular intervals. Teachers and chaperones are encouraged to visit the Museum prior to the education group visit to familiarise themselves with the facilities.</p>
<b>Reception Centre (Collection Room tour)</b>	All ages	Teachers, chaperones and Museum staff	Trips and falls Food and drink disposal Damage to fossil material	<p>Students must observe the safety instructions of the Museum tour guide while undertaking activities in any of the Museum facilities. First Aid Officers and First Aid Kits are also available.</p> <p>The Museum practices a “leave no trace” policy. All rubbish must be collected and either disposed of on site or taken with the group upon departure.</p> <p>Students must observe and adhere to the instructions of the Museum tour guide. Should a fossil become damaged the student/s will be asked to leave and depending on the situation legal action may be sought.</p>

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<b>Dinosaur Canyon (including the March of the Titanosaurs exhibition)</b>	All ages	Teachers, chaperones and Museum tour guides	Trips and falls	Students must observe and adhere to the safety instructions of the Museum tour guide while touring Dinosaur Canyon. This includes following designated walkways and not jumping the boundary fencing. First Aid Officers and First Aid Kits are also available.
			Damage to fossil material	Students must observe and adhere to the instructions of the Museum tour guide. Should a fossil become damaged the student/s will be asked to leave and depending on the situation legal action may be sought.
			Personal injury	In case of emergencies there are First Aid Officers and First Aid Kits accessible at Dinosaur Canyon Outpost and the <i>March of the Titanosaurs</i> exhibition. Regular breaks must be taken to ensure personal injury from dehydration and fatigue.
			Food and drink	No food or drink is allowed into the <i>March of the Titanosaurs</i> exhibition. All rubbish must be collected and either disposed of on site or taken with the group upon departure.
			Sunburn and heat stroke	Teachers and chaperones are responsible for ensuring their group remains hydrated and is protected from the sun.
			Water hazards (eg water holes)	In the event of rain, water hazards may occur. Museum tour guides will notify each group of any potential resultant hazards. Teachers and chaperones are responsible for ensuring their group remains on designated walking trails.
<b>Bathrooms</b>	All ages	Teachers and chaperones	Personal safety	Teachers and chaperones are responsible for ensuring students use the amenities in pairs and with a supervising adult. Head counts are encouraged. Note: all bathrooms are unisex.

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<b>Fossil Preparation Laboratory (including the Prep-A-Dino experience, and sieving and sorting activities)</b>	From 12 years of age and older	Teachers, chaperones and Museum tour guides	Trips and falls	Students must observe and adhere to the safety instructions of the Museum tour guide while undertaking activities in the Laboratory. This includes following designated walkways and not jumping the boundaries of the Prep-A-Dino tool zone. First Aid Officers and First Aid Kits are also available.
			Improper tool use	Prior to preparing a fossil all students will undergo an induction briefing. This briefing will include correct and incorrect tool handling, techniques and fossil awareness. If the Museum tour guide feels a student is jeopardising the safety of the Laboratory or fossil they will be removed from the activity.
			Damage to fossil material	Students must observe and adhere to the instructions of the Museum tour guide. Should a fossil become damaged the student/s will be asked to leave and depending on the situation legal action may be sought.
			Personal protective equipment	All students will be provided with personal protective equipment this includes gloves, glasses, and ear protection. It is the responsibility of all teachers and chaperones to ensure students are wearing personal protective equipment once they have been provided.
			Personal injury	In case of emergencies there are First Aid Officers and First Aid Kits accessible within the Laboratory. Regular breaks must be taken to ensure personal injury from dehydration, fatigue and the integrity of fine-motor skills are not lost.
			Hazardous chemicals	All hazardous chemicals are stored securely and will not be used in education group activities. If chemical burns occur, there is a safety procedure and evacuation process maintained with the local hospital.
			Food and drink	No food or drink is allowed in the Laboratory except for outside and in the designated break room. All rubbish must be collected and either disposed of on site or taken with the group upon departure.

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<b>Dig-A-Dino experience</b>	All ages	Teachers, chaperones and Museum tour guides	Trips and falls	Students must observe and adhere to the safety instructions of the Museum Tour Guide while undertaking activities in the Laboratory. This includes following designated walkways. First Aid Officers and First Aid Kits are also available.
			Improper tool use	Prior to digging all students will undergo an induction briefing. This briefing will include correct and incorrect tool handling, techniques and fossil awareness. If, at any time the, Museum tour guide feels a student is jeopardising the safety of themselves or the group they will be removed from the activity.
			Personal protective equipment	All students will be provided with personal protective equipment this includes gloves, glasses, and ear protection. It is the responsibility of all teachers and chaperones to ensure students are wearing personal protective equipment once they have been provided.
			Personal Injury	In case of emergencies there are First Aid Officers and First Aid Kits accessible within the Laboratory. Regular breaks must be taken to ensure personal injury from dehydration and fatigue.
			Food and drink disposal	No food is allowed on the Education dig site. Water bottles are allowed, but all rubbish must be collected and either disposed of on site or taken with the group upon departure.
			Dangerous and/or poisonous wildlife	Museum tour guides will provide a brief awareness session for each group detailing the likelihood of wildlife and emergency procedures. Mobile phones are carried during all activities, especially those carried out off site.
			Personal security	This activity is held around 600m away from the Laboratory. Teachers and chaperones are responsible for ensuring students use the amenities in pairs and with a supervising adult. Head counts are encouraged. Note: all bathrooms are unisex.