

Venue and Safety Information and Schools Risk Assessment Guide

Venue and Safety Information

- The Museum of Tropical Queensland (MTQ) makes every effort to provide a safe and comfortable environment for visiting students and teachers.
- The Queensland Museum's policy on working with children, **Security and Safety in Working with Children and Young People**, is attached as a separate document.
- Duty of care is the responsibility of the visiting school and its teachers while on excursion at MTQ.
- All MTQ staff directly dealing with children have current Blue Cards.
- 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 provided at the front of the building on Flinders Street.
- Public toilets including disabled facilities are available on the ground level, near the shop and on the Great Gallery level, near the café.
- A manual wheelchair is available on request. Please notify in advance if this is required.
- A ramp provides access to all levels.
- A lift provides access to all levels (except the MindZone gallery).
- The retail shop is situated on the ground floor inside the entrance and exit.
- Lockers are available near the Museum entrance to store bags and lunches (but not very large eskies). Ask a Visitor Services Officer at the front counter or the Learning Activities Officer for the lockers to be opened.

- The café is situated to the rear of the Great Gallery for light refreshments (group bookings required).
- A grassed shaded area, ‘Waterside Gardens’, overlooking Ross Creek is suitable for eating lunch or morning or afternoon tea.
- A cold water drink bubbler is provided outside the MindZone Gallery.

Occupational Health and Safety

- **Fire exits and evacuation** – MTQ have clearly marked fire exits. In the event of an emergency follow the instructions given by the floor warden.
- **First aid** - First aid facilities and officers are on site.
- **Public Liability Insurance** – MTQ has Public Liability Insurance. A Certificate of Currency is available on request.

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 areas at the MTQ that may be visited 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 MTQ by paying attention to the following guidelines:

- Provide a sufficient number of adult supervisors for the age and ability of your children. Suggested ratios are - **Prep 1:5, Primary 1:10, Secondary 1:15.**
- Supervise your children closely at all times and read all signs and instruction labels carefully.
- There is to be no running within the museum.
- There is to be no food and drink within the Museum galleries, except in the café area.

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 may not include all the risks particular to your group. It is only valid if completed by the teacher/group leader.

Area of site	Possible Hazard	Action
Mounting and dismounting coach at drop off point Museum	Trips, slips and falls Traffic Leaving children behind Children becoming lost or separated from group	Close adult supervision Always dismount pupils on pedestrian side of road Head count to be taken at beginning of excursion, at intervals throughout and at the end before boarding the coach. Advise children who staff are, where they can be found and a procedure in the event of being separated from the group.
Front entrance	Trips, slips and falls Members of public present	Close adult supervision Allow children to enter in pairs rather than en masse
Lockers	Sliding door falling on top of students when they are placing their bags in the lockers	Staff supervises opening and closing of lockers – holds door
Stairs to Great Gallery	Trips, slips and falls Members of public present	Children to walk slowly up stairs Rails on stairs Children to walk to one side on stairs
Toilets, shop, cafe	Members of public present Toilet doors sticking Fingers trapped in doors Possible spillage of wet food and drink onto floors Children left alone in toilets	Children sent to toilets in pairs and with an adult present at all times Children not to slam doors Children and adults to advise museum staff of spills so they can be cleaned up No food or drink in the toilets Children must be accompanied by a carer when going to the toilet. Carer must reunite with the group with the child.

Area of site	Possible Hazard	Action
Lifts	Trips, slips and falls	No more than 8 students (including supervising adult) in lift at a time
	Members of public present	Close adult supervision at all times
Museum exhibits (general)	Trips, slips and falls	Children to walk slowly through the museum at all times, particularly on ramps No horseplay Balustrades on landings
	Members of public present	Close adult supervision at all times
	Glass panels enclosing exhibits	Safety glass used
'Running out the Gun' activity	Moving parts	Only pupils 8 years and over Museum Staff provide instruction and supervision at all times
	Gun squashing toes	Closed in shoes Pupils stay behind safety rope when gun recoiling
	Rammer poking eye	Area between gun and windows roped off
Your Shipwreck Adventure	Hatches falling on fingers	Instruct pupils to be careful when opening and closing hatches
	Bumping head on exiting crawl-through funnel	Station an adult at the exit to remind pupils about ducking their head
	Pupil frightened of crawling through funnel	Pupils in buddy pairs or take alternative entrance to shipwreck

Area of site	Possible Hazard	Action
Mind Zone gallery	Interactive exhibits	Pupils supervised at all times Only two or three pupils at each exhibit at one time Follow all instruction panels Displays set-up by competent personnel Regular testing and maintenance of all equipment
	Members of public present	Pupils supervised at all times
Enchanted Rainforest gallery	Dark enclosed slide (some corners but slow gradient)	Only one pupil down slide at a time, and wait for pupil to exit at bottom before next pupil enters slide
	Pupil frightened by moving (animatronic) spider on rainforest floor exhibit	Warn arachnophobic students Read all instruction panels
	Steps to boardwalk	Children to walk slowly through the museum at all times
	Members of public present	Pupils supervised at all times
Stairwell between floors for back of house tours	Trips, slips and falls	Students to walk and hold handrails. Single file .
Back of house	Students touch chemicals on objects then ingest these substances	Only items safe to touch will be displayed Follow all instructions given by staff member Students use gloves and are instructed to wash hands after leaving the labs – monitor.
	Children left behind	Before leaving lab ensure all accounted for.
Led activities – hands on objects	Students cut themselves on object (e.g. coral)	Museum education officer only allows handling of safe objects Warns students about risk
	Students drop large fossil on toes or fingers	Staff instruct students to slide fossil from person to person along ground

Further information

Claire Speedie

Learning Activities Officer

Museum of Tropical Queensland

Phone (07) 4726 0626

Email: claire.speedie@qm.qld.gov.au