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RISK ASSESSMENT AND INFORMATION SHEET FOR SCHOOLS GROUPS

Managing risks in activities - assessment, analysis and control guidelines

INTRODUCTION

Queensland Museum is committed to providing and maintaining a safe, healthy, fun and educational environment for all visitors. The Museum has a statutory responsibility under the *Work Health and Safety Act 2011* to ensure the risk of accident, injury or disease is minimised for all persons. Duty of care has dual implications for both Queensland Museum and visiting supervisors of groups. This handout has been prepared to provide some further and essential information to aid visiting group supervisors in the risk assessment responsibility and other planning for a visit to World Science Festival Brisbane.

Health and Safety

It is the responsibility of those who are bringing schools and groups to World Science Festival Brisbane to have the utmost concern for the health and safety of all those under their custodial care.

School personnel should first address the process of risk assessment and analysis in areas appropriate to a visit to festival venues including the Queensland Museum. Please refer to the following sections on health and safety on the website: <https://ppr.qed.qld.gov.au/pp/school-excursions-procedure>. Organising an excursion or a visit outside the normal school/group environment requires good preparation. As an aid to assist supervisors, a Planning Checklist is at the end of this document.

We continue to work closely with the Queensland Government to ensure the most appropriate response to COVID-19, and to follow all health advice from the Australian Government. We encourage school group visitors to follow the advice of Queensland Health and to refer to the Department of Education. We encourage visitors to embrace social distancing, use hand washing facilities or sanitiser stations for hygiene and, if preferred, mask wearing. For more information visit <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19> and <https://qed.qld.gov.au/covid19>.

THE RISK MANAGEMENT PROCESS

The risk management process involves the following steps:

1. Identify the potential hazards
2. Assess the risk
3. Decide on the control measures
4. Implement the control measures
5. Monitor and review.

Detailed risk assessments are undertaken for each venue and event. The following guidelines are provided to assist supervisors and leaders facilitate a safe and enjoyable visit to the World Science Festival Brisbane. For information specific to visiting Queensland Museum refer [here](#).

Supervisory role

All supervisors or leaders must:

- Be aware of the implications of behaving in an unsafe manner.
- Have knowledge of hazards likely to be encountered.
- Know what action to take in an emergency.
- Display the attitudes and behaviours they wish to encourage.

School staff/leaders of other groups are responsible for the supervision, welfare and behaviour of students/members of their groups at all times. Adult leaders should be aware of specific medical or behavioural conditions affecting group members.

School staff/leaders in charge are responsible to ensure that other members of the staff or supervising adults are fully briefed.

If staff/leaders and students/members are divided into smaller groups to explore different activities within the Museum or World Science Festival Brisbane activities, adult supervisors should set up regular whole group gatherings.

All adult supervising leaders should carry a list of the students/members in their group, and a comprehensive list of all staff/leaders and students/members present at the Festival from their school/group.

Reducing the risks

On any activity, the risks can be reduced by:

Understanding – what can be, what could be, or what a risk is? Examples of safety incidents reported with groups of children are:

- Slips, trips and mishaps caused by children banging into each other and stationary objects.
- Going up the escalators the wrong way.
- Children standing on tables/chairs and falling off.

Preparation – by carefully considering group size, experience, supervisor/group number ratios, emergency procedures.

Organisation – being organised with plenty of advance notice and gained permission for the excursion, made a booking for a suitable program and had it confirmed and anything else that is required.

Safe supervision – depending on age and experience, but vigilant and continuous so that unauthorised or inappropriate behaviour does not lead to accident or injury.

Transport to World Science Festival Brisbane

The hazards and consequences of travel by train, bus, private car or walking should be considered relative to the following headings:

- Breakdown hazard: injury, dehydration, and behavioural incident increase.
- Accident hazard: injury, fatality, damage to method of conveyance.
- Human hazard: not everyone seated, extreme noise, increased behavioural incidents, and illness.
- Environmental hazard: weather (extremely hot/cold/wet), lack of weather protection, falling/alighting from transport.

Traffic alerts and updates for the day of your visit can be found here: <https://qldtraffic.qld.gov.au/>

The school bus drop off locations are outlined below:

- QPAC - Russell St (outside ABC Brisbane)
- Queensland Museum - set down in Grey Street outside the Dinosaur Garden on Grey Street, Stanley Street Tunnel or Stanley Place
- South Bank Piazza - Corner Grey and Glenelg Streets, South Bank

Due to Brisbane City Council Brisbane Metro South Brisbane construction work, the bus short-term parking/waiting area will be temporarily located along Montague Road to mid-2024.

Refreshment break (prior, during, and after a festival activity)

Locations for morning tea or lunch include:

- South Bank Parklands
- Outside Level 1, Museum Plaza, near the blue sculpture or outside Level 2 East Terrace
- Dinosaur Garden, outside Level 0
- Queensland Cultural Centre (along the river bank, directly in front of the Queensland Art Gallery)
- Areas surrounding State Library of Queensland

Weather

For outdoor events located at Queensland Cultural Centre and South Bank Parklands and for lunch breaks in outdoor areas, possible hazards include wet weather and over exposure to the sun. Students should be equipped with hats, sunscreen and water. Schools are encouraged to check weather warnings prior to their visit:

<http://www.bom.gov.au/qld/warnings/>

First-aid and medical facilities

Visiting groups should carry an appropriately stocked first-aid kit, and accompanying supervisors should have first-aid qualifications.

The Queensland Museum and other festival venues within Brisbane's Cultural Centre (QPAC, State Library of Queensland, GOMA) have trained first-aid officers on site. First aid assistance in outdoor areas is available via on-site security.

We seek your cooperation in informing us of any first aid or medical situations that may arise during your visit. Please alert the closest World Science Festival Brisbane or Queensland Museum staff member.

The closest medical practitioners:

West End Family Medical Centre 79 Boundary St, West End - Ph. 07 3844 4111

West End Medical Practice: 38 Russell Street West End - Ph. 07 3846 4888

Parent/caregiver permission forms should contain medical information with accompanying procedures and permission to access ambulance and medical services.

Queensland Museum and other exhibits and activities

Daily inspection of displays, exhibits and activities by staff ensures that they are safe and that interactive activities are operational and safe to use. Running between or around exhibits, activities and displays can cause injury. Please ensure that those for whom you are responsible, walk and conduct themselves appropriately.

More information about risk management in relation to visiting SparkLab can be found here:

<https://www.qm.qld.gov.au/Visit+Us/Schools+and+Groups/Planning+your+visit#risk>

Emergency Management

World Science Festival Brisbane develops a comprehensive Event Emergency Management Plan for the festival in conjunction with venues and precinct managers Arts Queensland and City Parklands Services. Venues and precinct managers have a range of security measures in place to prevent, monitor and respond to incidents and emergencies. In-house security operations function during core business hours at each institution - QAGOMA, State Library of Queensland, Queensland Museum and QPAC. Each institution has emergency equipment and evacuation plans.

In case of an emergency such as an outbreak of fire, group supervisors should assist students to follow the directions of venue or site staff to ensure the smooth operation of emergency procedures.

Emergency evacuation

Should there be an emergency drill/evacuation during your visit, we seek your support in providing leadership to the group for whom you are responsible by following procedures and directions given by Queensland Museum or other venue staff. Occupants should note the meaning of the 2 ALARM TONES within venues:

- Alert Tone (beep, beep, beep), alert only, remain calm, stay where you are.
- Evacuation Alarm (whoop, whoop, whoop) notifies all occupants of an emergency evacuation.

The evacuation alarm follows an alert alarm tone. Lifts must not be used in a fire emergency. We appreciate your understanding and cooperation in these matters.

Risk control measures

General:

- All supervisors/leaders should have had experience with the group attending. Appropriate numbers of supervisors should accompany group members. The supervisor to visitor ratio.
 - 1:3 Prep
 - 1:5 Primary
 - 1:10 Years 7-10
 - 1:15 Year 11 and above
- Follow first aid-procedures.
- Be aware, follow emergency procedures and adhere to safety rules.
- At least one supervisor/group leader should have first-aid qualifications.
- Group members should not be left unattended at any time.
- If a supervisor has to leave the group anytime, they should tell other supervisors.
- Inform festival or venue staff of first-aid/medical incidents.
- Follow the instructions of staff or security in the event of emergency and adhere to safety rules.

Physical:

- Venues have clear access around all activities, auditoriums and theatres.

Food handling:

- Limit the choice of food items to those that are easy to carry.
- Keep notes of any food allergies.
- Hand sanitizer and hand washing facilities available at venues.
- Food and drink is not allowed within the Museum (except water required for medical needs).

Human:

- Medical information and procedures about visiting children should be known by more than one person.
- If a group member becomes ill, a supervisor should remain with the member and seek first aid assistance.
- Emergency numbers should be noted.
- Group members should be closely supervised to avoid or reduce behavioural incidents.
- A supervisor should be attached to a small group whose responsibility will be to maintain close supervision and support of that group.
- Group members and supervising staff should be readily identifiable in the event of separation from the whole group. The wearing of name badges by supervisors and leaders is helpful. The wearing of nametags by all group members is encouraged.
- Should a group member be lost, contact venue or festival staff. If the situation becomes protracted, a supervisor should stay to assist with information, identification, and advice to parents/caregivers.
- The management, staff and volunteers of the World Science Festival Brisbane and Queensland Museum wish you a safe, enjoyable and fun learning experience.

PLANNING CHECKLIST FOR SUPERVISORS VISITING WORLD SCIENCE FESTIVAL BRISBANE

Pre-visit:

- Book visit to the World Science Festival Brisbane
- Gain permission from parents/caregivers and management and others who need to know
- Arrange transport (consider the refreshment breaks, stops and locations)
- Assess possible risks and obtain information about facilities
- Note the first-aid, fire and general safety procedures
- Forward information, program details and procedures to staff involved and parents/caregivers
- Refer to the relevant sections of the Department of Education <https://ppr.qed.qld.gov.au/pp/school-excursions-procedure>
- Select student/teacher ratios and allocate each child to an adult
- Discuss the hazards and consequences during transport, lunch and visiting with adult supervisors
- Organise name badges for staff/leaders
- Arrange for a First aid kit to be carried on the excursion
- If possible arrange for a person with current first aid qualifications to accompany the group
- Collect medical requirements and emergency numbers of each student and give to supervisors
- Discuss procedures to ensure students remain with supervisors and procedures in the event a child is lost or missing
- Review current health warnings www.health.qld.gov.au
- Review current weather warnings <http://www.bom.gov.au/qld/warnings/>
- Review current traffic alerts <https://qldtraffic.qld.gov.au/>

During-visit:

- Upon arrival, finalise outstanding paperwork
- Do not leave children unattended, keep children under close supervision
- Follow the advice of Queensland Health regarding hygiene practices
- Leave school bags at school or on school buses
- Hats, sunscreen and water for outdoor events
- Remind the children of rules for eating area
- Keep note of any food allergies
- Notify World Science Festival Brisbane or venue staff member of medical/first aid incidents

Post-visit

- For any emerging issues or recommendations about this document or risks associated with a visit to World Science Festival Brisbane please contact wsfbrisbane@qm.qld.gov.au
- We welcome your feedback and opportunity to improve the visitor experience for school groups