MACQUARIE UNIVERSITY - AUSTRALIAN HISTORY MUSEUM

Risk Assessment & Management Plan

Below is a reference table for teachers to use when organising a visit to the Australian History Museum (AHM) for an excursion. It is designed to allow teachers to see areas we have identified as possible risks and suggests methods of management of these risks. Teachers can then choose from the table what is relevant for their documentation to suit their school's needs. Macquarie University as a public facility carries its own extensive public liability insurance to cover people visiting, studying and working on the campus. It also has policies and procedures in place to meet the requirements of OH&S legislation.

Area of Risk	Source of Risk	Type of Risk	Suggested Methods of Risk Management
Transport to and from Mac Uni	Train, public bus system, private bus system, private car	Accident, breakdown, congestion	Teacher supervision; school mobile phone; student buddy system
Local Environment Risks	Walking across campus roads, paths or grassed areas from drop off points		Teacher supervision
	Students getting lost on campus		Roll calls on campus before and after the beginning of the excursion; continual teacher supervision; teacher/s down-load map of the campus from the University's home page (www.mq.edu.au); any lost students to ask for directions to the AHM or to the University Security Office
	Using stairs		Walking in an orderly fashion and not running or pushing while under teacher supervision
	Having morning tea/lunch break in the courtyard or on grassed area near AHM	Cuts; abrasions; insect bites/stings; grass, pollen or other allergies	Teacher supervision; for minor ailments use school's mobile First Aid kit, or that of the AHM; for quick response to more serious medical conditions or any social upheavals, there are direct phone lines to the University Security Office or direct dial to outside authorities (ambulance, fire, police) from a number of different points in the AHM precinct; for assessment of medical situation there is access to University First Aid officers, or quick referral to the on-campus doctors
Risks in the AHM	Movement in the AHM		Teacher supervision, AHM staff supervision and instruction

precinct	courtyard and corridors		
	Tripping over bags		Teacher supervision, AHM staff supervision and instruction; student's bags and equipment are stored safely in the AHM office
	Theft or loss of bags / other equipment		Teacher supervision, AHM staff supervision
	Students hurting themselves in the classroom areas with artefacts or furniture		Teacher supervision, AHM staff supervision and instruction and imposition of AHM rules of behavior
	Dangers posed by glass display cabinets in the AHM display area		Teacher supervision, AHM staff supervision and instruction and imposition of AHM rules of behavior
	Fire, smoke, bomb threats		Response to alarms by following evacuation procedures under the instruction of AHM staff and the supervision of teachers
Campus Risks	Student demonstrations		AHM management to assess any planned threat, to negotiate a position with the demonstrators (where possible before the school's visit) and inform the school/ teachers of the situation for an advanced or on-the-spot appraisal of the situation
	Industrial strike action		AHM management to negotiate with the relevant union and come to an agreed position about a booked school excursion; management to inform the school/teachers of the position (where possible ahead of the school's visit)
Large scale risks affecting the University environment	Earthquake		For major disasters students are under the instruction of teachers and University staff in the first instance and the relevant State or Federal authorities once the Disaster Plans are in operation
	Air disaster	Depending on weather conditions the University can be on the flight path	For major disasters students are under the instruction of teachers and University staff in the first instance and the relevant State or Federal authorities once Disaster Plans are in operation