



TORPEDO BAY  
NAVY MUSEUM

# Risk Management Plan

Children must be **supervised at all times** when visiting Torpedo Bay and the Navy Museum. A number of hazards have been identified to assist adult supervisors with planning.

Groups with children are to arrange adult supervisors according to the following minimum ratios:

ECE 1:3  
Year 0-4 1:6  
Year 5-6 1:7  
Year 7-8 1:10  
Year 9-13 1:30

Adult supervisors are to be **well briefed** by the lead teacher, give **clear instructions**, and remain **in control at all times** - during self-guided activities, tours and education programmes. Every supervisor owns and shares the responsibility of child safety.

***Please ensure each supervisor reads and has a copy of this plan.***

Description of Risk	Action to Manage Risk	Responsibility
Torpedo Bay is located at the end of King Edward Parade. Though not a busy street, private vehicles and buses move along the street, on the boat ramp and in and out of the car park.	Children must be actively supervised on site. They should be encouraged to use pedestrian walkways whenever possible. Outside they should be organised into small groups under supervision of an adult.	Adult Supervisors
Torpedo Bay is situated on the waterfront. Leading to our site, King Edward Parade runs along the water's edge and on one side of the road is a low rock wall that borders the sea with no hand rail. Onsite there are rails along the sea wall, but children should not climb or play around these, as there is a risk of falling.	If you are walking to the Navy Museum with children, please ensure they are actively supervised by an adult at all times. They should not be allowed to walk on the wall, as the rocks can be very slippery.	Adult Supervisors
There is a car park in front of the museum. The pedestrian entrance is located to the right of the vehicle entrance up steel steps.	In order to avoid bringing students through the car park, please use the pedestrian entrance via the steps at the entrance. If you have opted to walk on the pavement on the left side of the road, it will require you to cross the road to get to the pedestrian entrance. Please ensure that you have an adult in the road on either side of the children crossing to stop traffic. Do not muster in the car park, please gather in front of the flagpole.	Adult Supervisors

At the Southeast corner of the site there is a boat ramp and jetty, which allow open access to the water. At the Southwest corner of the site, just outside the main gate, there is a boat ramp that allows open access to the water.	Children are to be actively supervised by an adult at all times and should not go near the water.	Adult Supervisors
At the front of the museum there is a small activity area with a variety of objects for children to interact with. These objects are made out of metal and as such could pose a risk if a child was to fall or trip in the area.	Children should be supervised at all times when using the playground equipment. They should not use the equipment in an unsafe manner and reminded to be aware of other children using the area. The ground area is covered with Tiger Turf designed to limit injury in the case of accident but due care must still be taken.	Adult Supervisors
The front foyer and WW100 Pavilion have polished concrete floors which can be slippery if wet.	Please notify Museum staff at once if you notice a spill.	Adult Supervisors
In the museum there are glass cases and displays with square corners. These will pose a risk if children are running in the museum. There is also open water in the WW100 Pavilion.	Children should be regularly reminded to move with care and stay with allocated groups. Free movement must be actively supervised. Students must be accounted for at all times.	Adult Supervisors
There is a sculpture in the WW100 Commemorative Pavilion which has a ladder that rises to the ceiling as part of the sculpture.	Children must not climb on the sculpture.	Adult Supervisors
The WW1 sculpture sits in a pool of water 80mm deep. This pool represents a drowning hazard to young children and a slip hazard if water is splashed onto the polished concrete floor.	Visitors must not touch the water. Adults must actively supervise all children around the water. Accompanying adults should remind children not to touch the water and if there is a water spill, Museum staff must be notified at once.	Adult Supervisors Navy Museum Staff
The WW100 Commemorative Pavilion has enlarged windows made of toughened safety glass, which may be mistaken for an open doorway and be bumped into.	Upon entering the WW100 Commemorative Pavilion, make students aware that there are walls in place. Students are to walk in the area, not run.	Adult Supervisors
Minor cuts, abrasions and general accidents.	Museum staff are First Aid qualified and there are first aid kits on site at the Front Desk, Classroom and Administration Block.	Navy Museum Staff
Emergency evacuation of buildings	Should it become necessary to the evacuate buildings, vacate the room and by the nearest exits as instructed by the voice alarm or Museum staff. Meet at the flag pole. Await further instructions.	Navy Museum Staff

The Torpedo Bay Navy Museum Staff strongly recommend visiting the museum to meet with staff to do a **free pre-visit tour**. To arrange this please contact our Educator, Anna Hodson, on 09 446 3651 or email [anna.hodson@nzdf.mil.nz](mailto:anna.hodson@nzdf.mil.nz)