



# 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 supervisor, give **clear instructions**, and remain **in control at all times** - during self-guided activities, tours and school holiday activities. Every supervisor owns and shares the responsibility of child.

**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 Supervisor
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 Supervisor

Description of Risk	Action to Manage Risk	Responsibility
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 Supervisor
Near the Boat Shed 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. We do not recommend taking children onto the jetty.	Adult Supervisor
While a chain is in place to prevent general traffic from driving in front of the playground and down the side of the museum, there are times when service vehicles will use this access way.	Children must be actively supervised at all times, especially when outside. If a service vehicle does use the access way, Museum staff will need to unlock the chain that prevents general traffic from using the access way and will escort the vehicle past the playground and cafe. During this time, please alert children to the vehicle and gather all children on the grass verge, ensuring they do not play along the sea wall fence.	Adult Supervisor
Outside 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 Supervisor
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 Supervisor
In the museum there are glass cases and displays with square corners. These will pose a risk if children are running in the museum.	Children should be regularly reminded to move with care and stay with allocated groups. Free movement must be actively supervised and children reminded not to run inside the museum. Students must be accounted for at all times.	Adult Supervisor

Description of Risk	Action to Manage Risk	Responsibility
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. Visitors must not cross the glass barrier which surrounds the sculpture.	Adult Supervisor
The WW100 sculpture sits in a pool of water 80mm deep. While surrounded by a glass barrier, 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. Visitors must not cross the glass barrier which surrounds the sculpture.	Adult Supervisor
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 Supervisor
Floors in Boat Shed are unpolished wood and may have timeworn rough spots which may cause splinters if shoes are not worn.	Shoes must be worn at all times in the Boat Shed. Adults must actively supervise all children in Boat Shed and the rest of the Museum	Adult Supervisor
The Boat Shed floor has raised and uneven areas.	Care should be taken when moving inside the Boat Shed.	Adult Supervisor
There is a glass barrier surrounding the boats and a bench that pose a bump hazard	Children should be regularly reminded to move with care and stay with allocated groups. Free movement must be actively supervised and children reminded not to run inside. Students must be accounted for at all times. Visitors must not cross the glass barrier which surrounds the boats.	Adult Supervisor
The <b>Kids Create Bravery</b> exhibition in the temporary gallery uses plywood boxes in several locations to house/display the exhibition. Children may be tempted to climb on them or stand on them to get a better look. If a visitor was to climb, sit or stand on the structure injury could occur	Students must not be allowed to step on or climb on any part of the display. They must be supervised at all times in this area. None of the boxes are intended for visitors to stand, sit or climb on.	Adult Supervisor

Description of Risk	Action to Manage Risk	Responsibility
The boxes are made out of plywood. Although they have been coated with polyurethane and some painted there is still the potential for the boxes to have splinters in places which could cause minor injuries. The edges and corners of some boxes stick out which could pose a risk for bumping into.	Visitors should be careful when moving around the exhibit and students reminded to watch their hands. Adults must closely supervise their groups and remind them to move slowly and take care.	Adult Supervisor
The Bravery Boxes are 300mmx300mmx300mm boxes on a post with a door that visitors are invited to open. If used inappropriately there is the risk that fingers may get shut in the door or trapped in the hinges causing minor injury	Students must be actively supervised in this area and reminded of appropriate behaviour, doors are not to be slammed open and shut, and to watch their hands.	Adult Supervisor
There are iPads in the exhibition playing short films. These have headphones so visitors can listen to the narration. The headphones are attached to the iPads by a cord, which could cause injury if used inappropriately. There is a volume bar on the iPad, the volume level has been limited.	Students must be actively supervised in this area and reminded of appropriate behaviour.	Adult Supervisor
Poetry Cube	Poetry cubes are not to be thrown or mishandled. Students must be actively supervised in this area and reminded of appropriate behaviour.	Adult Supervisor
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.	Adult Supervisor
Emergency evacuation of buildings.	Should it become necessary to evacuate buildings, vacate the room by the nearest exit as instructed by the voice alarm or Museum staff. Meet at the flag pole. Await further instructions.	Adult Supervisor

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 on 09 446 3651 or email [education@navymuseum.co.nz](mailto:education@navymuseum.co.nz)