



ANMM WHS RISK ASSESSMENT – ONSITE SCHOOL GROUPS		
PROCESS/ TASK/ EQUIPMENT/ ACTIVITY:	On-site Museum education programs including: <ul style="list-style-type: none"> • ANMM Educator-led tours and workshops on vessels, in galleries and the Learning Centre • Self-guided student visits; • Waterfront activities <i>not including those conducted by third-party organisations such as Sea Bin or Sydney Heritage Fleet.</i> 	DIVISION: Visitor Engagement & Learning
Specific SITE LOCATION or Venue:	<ul style="list-style-type: none"> • Museum site (2 Murray Street, Darling Harbour, Sydney); • Museum waterfront precinct including wharves and pontoons; • Museum vessels including the replica tall ships HMB <i>Endeavour</i> and <i>Duyfken</i>, Navy vessels HMAS <i>Vampire</i> (Destroyer), HMAS <i>Onslow</i> (Submarine), HMAS <i>Advance</i> (Patrol Boat) and MV <i>Krait</i>, but not including the Sydney Heritage Fleet's <i>James Craig</i> tall ship and other vessels. 	Ongoing
Notes:	<ul style="list-style-type: none"> • This risk assessment is for school groups participating in self-guided, educator-led tours or workshops at the Australian National Maritime Museum. • Students remain under the Duty of Care of their accompanying teacher or guardian. • A teacher to student ratio of 1:15 is requested on all vessels for all students (K-12). 	
Sighted/ Approved:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Mathew Sloane (Learning Manager) </div> <div style="text-align: center;">  Nanette Louchart Fletcher (Head of Visitor Engagement & Learning) </div> </div>	

LIKELIHOOD / EXPOSURE (L) 1 = Almost Certain - will occur anytime 2 = Likely - probably occur sometime 3 = Possible - may occur at some time 4 = Unlikely - could occur but not expected 5 = Rare - occur in exceptional circumstances # Likelihood of specific harm (consequence) occurring if incident occurred <i>Level 1. Elimination</i> <i>2. Substitute/Isolate/Engineer</i> <i>3. Administration (PPE/Training/Signage)</i>	CONSEQUENCE (C) CATASTROPHIC = One or more Fatality reportable to regulator MAJOR = Serious injury, permanent impairment or long-term illness reportable to Regulator MODERATE = LTI, Medical attention due to incapacity, treatment, hospitalization MINOR = MTI, only but no lost time from work INSIGNIFICANT = Requires First aid only or no injury but Slow gradual Injury/illness develops Choose the worst case not including current controls	Rating CxL=R	Response Action	Review by	Likelihood (L)	Consequence (C)				
						Insig	Mi	Mo	Ma	Cat
		H = High	Immediate	20 days	1	S	S	H	H	H
		S = Significant	ASAP	30 Days	2	M	S	S	H	H
		M = Moderate	Within 1-3month	60 days	3	L	M	S	H	H
		L = Low	After above addressed	120 days	4	L	L	M	S	H
					5	L	L	M	S	S

HAZARD - A source of harm that has the potential to cause injury or illness to people or damage to plant or property.

All School Visitors

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	C	L	CxL=R	Action Implemented/Completed
Injury within museum galleries	<ul style="list-style-type: none"> Slip, trip, fall, collision or other incident resulting in strain, bruising, abrasion, splinters or cuts. 	Mo	3	S	<ul style="list-style-type: none"> Students are instructed on how to behave during the site induction (e.g., no running or pushing, tie shoelaces, no cartwheels on the performance platform, no sitting on the main deck of the platform due to high probability of splinters). All students are always accompanied by a teacher from the school. The museum strongly recommends groups of no more than 15 students supervised by at least 1 teacher. This is communicated at the time of booking. Security are first aid trained and regularly visit spaces to identify potential hazards. Teachers are told during the site induction to inform security and/or a museum staff member if they require first aid. Potentially dangerous objects are out of reach of students or enclosed in display cases. 	Mo	3	M	<ul style="list-style-type: none"> Museum staff or security complete reports for all incidents. These are reviewed by the relevant team manager and actions are implemented to reduce risk. Museum staff are asked to emphasise certain reminders during the site induction e.g. risk of splinters. Regular WHS Inspections of Learning Centre (last one completed: 20/10/2025, as a result of which the Education Collection display was amended and several items relocated). Teachers are informed about ratios and risk assessment at time of booking.

Uneven, slippery and hard surfaces outside and around the waterfront	<ul style="list-style-type: none"> Slip, trip, fall or collision resulting in strain, bruising, abrasion or cuts. 	Mo	4	M	<ul style="list-style-type: none"> Teachers and students are warned of site hazards during a safety induction upon arrival, such as areas of building work or wet surfaces outside. All students are to wear closed toe shoes with good grip (e.g. sneakers). Volunteers and security staff are stationed in areas of higher risk to offer support and safety advice. 	Mi	4	L	<ul style="list-style-type: none"> If any students or teachers with the group do not arrive with suitable footwear, museum staff will remind them that they proceed at their own risk.
Transfer of contagious diseases	<ul style="list-style-type: none"> Viral or bacterial infection and transmission 	Mo	3	S	<ul style="list-style-type: none"> Children with symptoms of a contagious infection should follow recommended health guidelines before attending an excursion. Museum Educators follow recommended health guidelines before attending work. Museum spaces are regularly cleaned. 	Mo	4	M	<ul style="list-style-type: none"> n/a

<p>Students become separated from their group or get lost</p>	<ul style="list-style-type: none"> • Student distress and possible injury. 	<p>Mo</p>	<p>3</p>	<p>M</p>	<ul style="list-style-type: none"> • Supervision ratios of 1:15 are communicated to supervising school teachers at the time of booking and must be adhered to unless otherwise arranged prior to the visit. • Museum Educators carry mobile phones with security emergency numbers readily accessible. • Security, Fleet, Shop, Front-of-House and Volunteers teams are provided with a school roster the week before school's visit. • Teachers and students are provided with a site induction upon arrival. • Students are instructed during the induction to stay with their group and to go to security or a museum staff member if they ever become separated. • Security patrol the museum site during opening hours. • The on-duty Education Officer has the contact details of a teacher and knows the school's schedule. • The on-duty Museum Educator or teacher notifies Security if a child is lost 	<p>Mi</p>	<p>4</p>	<p>L</p>	<ul style="list-style-type: none"> • A small number of radios are made available to the Museum educator team daily if outside the main museum galleries. All Museum educators carry mobile phones. • Regular security patrols occur. • All Museum staff and contractors have valid Working With Children Checks.
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<p>Exposure to the weather</p>	<ul style="list-style-type: none"> • Sunburn or dehydration from sun exposure. • Discomfort or hypothermia from getting wet from the rain. • Allergic reaction resulting from sunscreen. 	<p>Mi</p>	<p>3</p>	<p>M</p>	<ul style="list-style-type: none"> • Sunscreen, a hat, long sleeve shirts and sunglasses are highly recommended. There can be high sun exposure on the boardwalk, wharf and pontoons. • Students should bring a raincoat for rainy days. <i>The museum cannot provide raincoats or umbrellas for students and teachers.</i> • Students are reminded to have a drink of water before a tour or workshop begins (food and drink is not permitted in galleries or on vessels). • In extreme heat, extra water and rest breaks will be facilitated, and programs will be altered to minimise exposure to the weather. • Students and teachers should supply their own sunscreen. • Students are shown where the bubbler and toilets are during their induction. • Teachers can access bag cages at any time during their visit to collect clothing, food, sunscreen or water. • Vessels may close early in cases of extreme weather (i.e. heat above 36°C) for the protection 	<p>Ins</p>	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Further information is available on the Learning pages of the museum website https://www.sea.museum/en/learn/plan-your-school-visit
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					<p>of staff, volunteers, students, teachers and visitors.</p> <ul style="list-style-type: none"> • Shaded or indoor spaces will be used for inductions on very hot days to minimise sun exposure. Examples: Under Pyrmont Bridge, rear Museum entrance space, rear Terrace, Learning Centre and foyer. • Recommendations for sheltered lunch break spaces (as above), are provided by on-duty Museum Educators on hot and rainy days. • If teachers have concerns due to extreme weather warnings, they can contact the Museum Bookings staff prior to the visit to discuss options. 			
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<p>Sexual, psychological or physical harm</p>	<ul style="list-style-type: none"> Conduct by a member of the public, museum visitor, museum staff member or volunteer that causes physical or psychological harm to a child. 	<p>S</p>	<p>5</p>	<p>M</p>	<ul style="list-style-type: none"> Children are always accompanied by their supervising teacher from the school. All museum staff and contractors have current valid NSW Working with Children Checks. Students, teachers and museum staff and volunteers are reminded that discriminatory language is not acceptable, and the Museum has a zero-tolerance policy. Museum has a 24-hour security presence and video surveillance. Security patrol the museum site during opening hours. Evacuation and lockdown procedures are in place and drills held for staff. 	<p>S</p>	<p>5</p>	<p>M</p>	<ul style="list-style-type: none"> Students and teachers are made familiar with alarm sounds and muster points during site induction. All museum staff and contractors have current valid NSW Working with Children Checks. Teachers are reminded that they retain duty of care.
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Self-guided School Groups (In addition to above)

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	C	L	CxL=R	Action Implemented/Completed
Uneven surfaces, ladders, gangways and hard surfaces on vessels. Vessels include: <ul style="list-style-type: none"> • <i>Endeavour (Tallship)</i> • <i>Duyfken (Tallship)</i> • <i>Vampire (Destroyer)</i> • <i>Onslow (Submarine)</i> • <i>Advance (Patrol)</i> • <i>Krait</i> 	<ul style="list-style-type: none"> • Bruises, strains or cuts from tripping while ascending or descending steps/ladders and walking on gangways. • Bruising from bumping head on low ceilings or other wooden/metal objects on vessels. • Anxiety from being in a confined space. 	Mo	4	M	<ul style="list-style-type: none"> • Teachers and students are inducted upon arrival, instructed about safe behaviour on the vessels and warned of hazards (e.g., walking only, keeping both hands free to hold rails/ropes, watching head and feet while going through hatches). • An additional safety induction is read aloud by the supervising teacher at the entrance to Action Stations and they sign a logbook. • School bags are not permitted on vessels (teachers' First Aid bags are allowed). • Volunteers and security staff are stationed in areas of higher risk to offer support and safety advice. • Barriers are in place to block access ladders to high points on HMAS <i>Vampire</i>, and any other out-of-bounds areas on the vessels. 	Mi	4	L	<ul style="list-style-type: none"> • Teachers are reminded that they retain duty of care.

					<ul style="list-style-type: none"> • One school group (15 students and accompanying teacher/s, unless otherwise agreed at time of booking) is allowed on <i>Onslow</i> or <i>Duyfken</i> at any one time to prevent overcrowding. • If a student needs first aid treatment in the first aid room, they must be accompanied by a teacher. • School bags are placed in the lockers provided. 				
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Educator-led Tours and Workshops (In addition to above)

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	C	L	CxL=R	Action Implemented/Completed
Tours of Vessels (Endeavour and Duyfken)	<ul style="list-style-type: none"> • Bruises, strains or cuts from tripping while ascending or descending steps/ladders and walking on gangways. • Bruising from bumping head on low ceilings or other wooden/metal objects on vessels. • Anxiety from being in a confined space below decks. • Nausea from gentle motion of vessels. 	Mo	4	M	<ul style="list-style-type: none"> • Students must be accompanied by a Museum Educator on both vessels. • Groups are restricted to 15 students accompanied by 1 teacher. • Teachers and students are warned of vessel hazards and instructed on safe behaviour (e.g., walking only, keeping both hands free to hold rails/ropes) in induction upon arrival. • School bags are not permitted on vessels (teachers' First Aid bags are allowed). They are locked in secure lockers. • Volunteers and security staff are stationed in areas of higher risk to offer support and safety advice. • Ship keepers are present on both vessels to provide guidance when required. • If a student feels sick, they can disembark a vessel if accompanied by a teacher, and 	Mi	4	L	<ul style="list-style-type: none"> • Sick bags are available, if needed.

					if the remaining students on the vessel remain supervised by another teacher.				
Workshops	<ul style="list-style-type: none"> • Minor cuts • Bruises, strains or cuts from tripping over electrical cords, learning centre furniture or displays. • Germ transfer from handling plastics. 	Ins	5	L	<ul style="list-style-type: none"> • Teachers and students are made aware of risks during safety induction. • Teachers and students are made aware of any electrical cords or other trip hazards that are in use in the room. • Objects with a sharp edge are housed in boxes or containers. • Students are warned of additional hazards in handling objects if applicable (e.g. heavy). • High school science students are provided with gloves to ensure health and hygiene. • Education staff are allocated 30 minutes to set-up workshops. This includes time to ensure activities and space are set-up safely. 	Ins	5	L	<ul style="list-style-type: none"> • n/a

<p>Waterfront Activities</p> <p>Student fall into harbour</p> <p>Student injury</p>	<ul style="list-style-type: none"> • Student suffers injury, strain, bruising when falling or exiting the water. • Hypothermia upon exiting harbour in wet clothes. • Student panic upon entry into harbour and difficulty in exiting the water. 	<p>Mo</p>	<p>4</p>	<p>M</p>	<ul style="list-style-type: none"> • All groups are escorted by a supervising teacher from school and museum educators. • Group sizes are restricted to 15 students and a supervising teacher unless otherwise agreed at time of booking. • Students are briefed on dangers of waterfront activities and trip hazards are highlighted to them. • Primary school students are contained in a fenced pontoon when doing activities near the water's edge. • High school student activities are contained in a fenced pontoon whenever possible, otherwise supervised by a Museum Educator and at least one schoolteacher in groups of no more than 15 students near the water's edge. • High school students use water sampling equipment with long handles or nets that reduce bending over the water's edge. • Museum Educators can respond with buoyancy rings on the wharf or pontoons if a student falls into the water. 	<p>Mo</p>	<p>5</p>	<p>M</p>	<ul style="list-style-type: none"> • n/a
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					<p>Security will be contacted immediately.</p> <ul style="list-style-type: none"> • Museum has a 24-hour security presence and video surveillance. • Security patrol the museum site during opening hours. 				
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