

Risk Assessment Management (RAMS)



The following information is provided to help coordinators plan group visits involving the New Zealand Police Museum. (Please note this does not include the Royal New Zealand Police College). The purpose of Risk Assessment:

- To identify all possible hazards
- To identify measures which will prevent or minimize all possible hazards
- The action to control and minimize the extent of an injury

VENUE NAME	New Zealand Police Museum
LOCATION	The Royal New Zealand Police College (RNZPC) Papakowhai Road Private Bag 50906 Porirua
CONTACT	Kaiako Pouwhakarite and Education Officer
EMAIL	museum@police.govt.nz
WEB	www.police.govt.nz/museum
PHONE	(04) 238 3141

Hazard Identification	Prevention and Minimisation	Action
National Security Alert Status - Medium	The Royal New Zealand Police College currently operates under a medium threat level. This requires all visitors to be escorted by RNZPC staff at all times across the campus. Visiting groups can only park in and visit the surrounding area of the Police Museum (not the main Police College).	Visitors Park near the museum or on Papakowhai road Visitors do not park near Police College buildings or walk near the main Police college unattended.

Outside museum	Road / Car Park Accident	<p>If coming by bus: Bus to park in bus bay at entrance to museum driveway. This entrance is used regularly by cars and should be treated as a road. Children and adults to walk up the footpath.</p> <p>If coming by car: some parks are available in the car park at the museum. If not, cars will need to park on Papakowhai Rd and walk up.</p> <p>There is currently a path and intersection upgrade happening on Papakowhai Road that could lead to delays and reduced parking throughout 2024.</p>	<p>For minor injuries: First aid kit in the reception area.</p> <p>For major injuries: Call 1-111 from museum reception.</p> <p>Current First Aid Certificate held by Curator of Public Programmes and FOH Officer.</p> <p>Defibrillator held at Police College reception.</p>
	Driveway / Car Park curb slippery when wet	The white curb bordering the college and museum driveway is painted white and green. This white and green paint becomes very slippery when weather conditions are wet. Advise group to be aware of slippery surfaces and to step over the curb.	Refer to minor/major injury procedure above.
	Randomised checkpoints on RNZPC Campus roads	The RNZPC are proactively promoting a safe workplace and road safety compliance on its campus roadways. This will affect all persons entering or exiting the RNZPC campus. Random checks will be made on speed and road safety compliance (wearing of seatbelts, cell phone usage, WOF and Registration currency).	Please tell all drivers to take note of signage and road markings while on site and to stop on request.
	Museum on Royal New Zealand Police College campus, Police training exercises in progress. These exercises can include real life event simulations.	<p>Adult supervision of children on RNZPC grounds and approaching the museum.</p> <p>Museum staff to advise, when known, of activity that may occur during a visit.</p> <p>Signage from the RNZPC indicating 'Training in Progress'.</p>	<p>Follow instructions of museum staff.</p> <p>Coordinator to ensure all children and adults are accounted for.</p> <p>If missing, inform museum staff and Police.</p>

	Area outside of museum including the pond and jetty	<p>Class teacher to clearly define areas on arrival. Area behind museum is out of bounds for school groups.</p> <p>Grassed area in front of museum can be used in consultation with museum staff.</p> <p>Up to eight people are allowed on the jetty at any one time with adult supervision. The pond is out of bounds.</p> <p>Objects and food are not to be thrown into the water.</p>	<p>Any misuse of this area and groups will be asked to leave.</p> <p>See procedures for minor and major injury.</p> <p>If anyone accidentally falls into the pond contact museum staff for assistance.</p>
Inside museum	Student specific ailment	<p>Individual medical needs are to be disclosed by the class teacher prior to arriving at the Museum if necessary.</p> <p>The class teacher is responsible for the specific needs of students.</p>	Refer to minor/major injury procedure above.
	Getting lost or exposed to strangers	<p>Disclose to teachers prior to their visit that there will be members of the public within the museum.</p> <p>Ensure a suitable ratio for the age of the pupils, for guidance contact museum staff. The class teacher is responsible for the overall safety of all students.</p>	<p>Teacher to do a register check. Museum staff to search building. Notify Museum director of the situation. Contact Police.</p>
	Evacuation of building	<p>Disclose to students and teachers at the start of the visit the procedure in the event of an emergency.</p> <p>Class teachers must bring a class list.</p> <p>Disclose that the assembly point is the car park in the event of an evacuation and to follow instructions of museum staff</p>	<p>In an emergency museum staff will direct groups according to emergency and evacuation procedure. Dial 1-111 from the museum reception and ask POLICE, FIRE or AMBULANCE. A fire extinguisher, hose and fire alarm are all accessible between the two main galleries. Always preserve life before property.</p>

	Unenclosed exhibits, including motorbike and heavy objects	<p>Ensure children and adults walk inside the museum.</p> <p>Instructions not to touch exhibits except the motorcycle, which can be sat on, and the uniforms. Ensure one person at a time on the motorcycle with an adult supervising.</p>	Refer to minor/major injury procedure above.
	Dressing up	<p>Teachers should be aware of anyone who has head lice or scabies, a current medical condition, an open wound treated in the last 7 days or who has a specific allergy.</p> <p>We request these students do not put on the jackets or hats.</p>	<p>Affected persons are not to wear clothing or hats. If clothing is worn, clothing is removed from the collection and treated.</p> <p>People with open wounds or allergies are responsible for their own health.</p>
	Slipping on wet floor	<p>The museum staff will indicate wet areas.</p> <p>On wet days ensure feet are wiped on entering museum.</p>	Inform a museum staff member.