



MOTAT Education RAMS Form

AROUND MOTAT SITES		
What	How can this be prevented?	Who's responsible?
Traffic and road hazards	<ul style="list-style-type: none"> • Students stay on the bus until a MOTAT educator comes to open the gate • Students get off the bus as close to Gate C/the entrance as possible • Students cross on the pedestrian crossing after adult supervisors monitor and stop crossing traffic. 	Teacher in charge, supervising adult helpers
Lost Students	<ul style="list-style-type: none"> • Teachers talk to students prior to the trip about staying with their adult supervisors • Supervising adults know who is in their group for the day and actively supervise those students. • Supervising adults make regular head counts during the day. • Supervising adults are told to speak to a MOTAT team member in the event of a missing student. MOTAT's Emergency Response Team (ERT) will search for the student. 	Teacher in charge, Supervising adults, MOTAT ERT MOTAT Educator
Trip hazards and uneven ground	<ul style="list-style-type: none"> • Visiting education groups are warned of uneven ground around site/tram tracks • All visitors are instructed to walk (not run) around site and be mindful of the uneven ground. 	Teacher in charge, supervising adults, MOTAT Educator
Emergency: Evacuation	<ul style="list-style-type: none"> • MOTAT Great North Road: teachers and supervising adults gather students in their care and make their way to Cropper House lawn (in front of the café building). Teacher in charge to complete a head count and advise the Educator of any missing persons. • MOTAT Aviation Hall: teachers and supervising adults gather students in their care and make their way to area outside the front of the Aviation Hall in the large green space. Teacher in charge to complete a head count and advise the Educator of any missing persons. • Visitors follow instructions from MOTAT staff. <p>Note: there may be groups on a tram during the evacuation. Your Educator will keep the teacher in charge up to date with advice and actions for that group.</p>	Teacher in charge, supervising adults, MOTAT staff
Emergency: Lockdown	<ul style="list-style-type: none"> • MOTAT Great North Road: teachers and supervising adults gather students in their care and, if safe to do so, make their way to Building 5. Teacher in charge to complete a head count and advise the Educator of any missing persons. • MOTAT Aviation Hall: teachers and supervising adults gather students in their care and make their way to the HRB classroom at the top of the stairs. Teacher in charge to complete a head count and advise the Educator of any missing persons. • Visitors follow instructions from MOTAT staff. 	Teacher in charge, supervising adults, MOTAT staff

	Note: there may be groups on a tram during the lockdown. Your Educator will keep the teacher in charge up to date with advice and actions for that group.	
Medical incident/accident/injury	<ul style="list-style-type: none"> • First Aid Kits held in each of the teaching spaces, and the MOTAT shop. • MOTAT First Aid Room – see the MOTAT Shop staff for access • If an injury occurs that warrants an ambulance, one will be called. School uses own vehicle to transport students to hospital in the event an ambulance is refused. • Incidents are immediately reported to MOTAT shop staff. 	Teacher in charge, supervising adults, MOTAT staff
Trams operation	<ul style="list-style-type: none"> • Teachers and supervising adults actively manage students around tram stops, and when getting on and off the tram • Students are seated while on the tram, especially when it is moving. • Visitors follow instructions of MOTAT staff 	Teacher in charge, supervising adults, MOTAT staff
MOTAT as a working museum	<ul style="list-style-type: none"> • Visitors are told that vehicles may be moving around site. • Any vehicle movement is marshalled by someone in high visibility clothing. • Works being done have clear messaging, barriers around the work area. 	Teacher in charge, supervising adults MOTAT staff, MOTAT contractors.
EDUCATION CLASSROOMS		
MOTAT Education session – cuts, pinches, minor injuries	<ul style="list-style-type: none"> • Students are reminded to use equipment with care and responsibility. • Supervising adults ensure students act with care and responsibility. • Equipment is checked at the end of each day for required maintenance. • First Aid kit held in teaching spaces. 	Teacher in charge, supervising adults MOTAT Educator
Electricity programme – Van de Graaf generator	<ul style="list-style-type: none"> • Educator demonstrates Van de Graaf generator to students. • Supervising adults ensure students do not touch the generator, unless educator invites them to do so 	Teacher in charge, supervising adults, MOTAT Educator