



# WAITANGI TREATY GROUNDS

Te Pitowhenua | Our Nation's Birthplace

## RISK ANALYSIS AND MANAGEMENT INFORMATION

The purpose of this risk assessment is to identify:

- Possible hazards while an education group is on a self-guided excursion to Waitangi Treaty Grounds Measures that will eliminate, isolate or minimise these identified hazards.
- The actions to control and minimise the extent of an injury

Hazard Identification	Prevention & Minimisation	Action
Road / carpark accident	<ul style="list-style-type: none"><li>• Disclose to teacher prior to their visit that in front of the main entrance is a road used regularly by cars and buses.</li><li>• Teachers are solely responsible for students outside the Treaty Grounds perimeter fence.</li></ul>	For minor injuries: <ul style="list-style-type: none"><li>• First aid kit in main reception area and Treaty House readily available on demand.</li><li>• Complete Incident Report</li></ul> For major injuries: Phone 111.
Water feature accident / incident	<ul style="list-style-type: none"><li>• Disclose to teacher prior to visit that the Treaty Grounds includes beach, river and stream features.</li><li>• Beach frontage and river and stream access clearly visible and sign posted.</li><li>• Teachers and assigned adults responsible for student movements on marked trails and pathways.</li></ul>	For minor injuries: <ul style="list-style-type: none"><li>• First aid kit in main reception area and Treaty House readily available on demand.</li><li>• Complete Incident Report</li></ul> For major injuries: Phone 111.

Uneven surfaces, i.e. steps, floor surfaces, slopes	<ul style="list-style-type: none"> <li>• Treaty Grounds staff will warn visitors of potential hazards.</li> <li>• Adult-sized wheel chair is available on request</li> <li>• Students and teachers are to take care to avoid slips by ensuring they walk, not run in appropriate areas and are mindful of other visitors.</li> </ul>	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>• First aid kit in main reception area and Treaty House readily available on demand.</li> <li>• Complete Incident Report</li> </ul> <p>For major injuries: Phone 111.</p>
Evacuation of buildings and grounds	<ul style="list-style-type: none"> <li>• WTG staff are to inform students and adults helpers at the start of the visit the procedure in the event of an emergency. Teachers have a class list on them during the visit.</li> <li>• Disclose location of assembly points as per the <i>Assembly Points Location</i> map (by Hobson Memorial, in the main carpark and on the sports field).</li> </ul>	<ul style="list-style-type: none"> <li>• Follow evacuation procedure as provided by WTG staff on arrival</li> <li>• Evacuate out the closest exit to the nearest evacuation area under guidance of WTG staff.</li> </ul>
Weather exposure (cold, wet, windy)	<ul style="list-style-type: none"> <li>• Education Officer to contact school prior to visit if extreme weather and conditions on site could impact on the safety and wellbeing of the group.</li> <li>• Teachers responsible to ensure adequate protective clothing worn by students during visit.</li> <li>• Programme modified to ensure adequate cover and protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Programmes cancelled or postponed as agreed by Waitangi Education Officer and school staff.</li> <li>• For weather related health incidents: Current first aid certificates held by selected WTG staff</li> </ul>
Student specific ailment	<ul style="list-style-type: none"> <li>• Individual medical needs are to be discussed by the class teachers prior to the visit if necessary.</li> <li>• Teacher is responsible for the specific medical needs of the student.</li> </ul>	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>• First aid kit in main reception area and Treaty House readily available on demand.</li> <li>• Complete Incident Report</li> </ul> <p>For major injuries: Phone 111.</p>
Lost or missing student	<ul style="list-style-type: none"> <li>• Ensure the suggested ratio is clear to visiting teachers and that an adult is assigned to student groups.</li> <li>• The class teacher is responsible for the overall safety of all students.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher to do a roll check.</li> <li>• Notify Education Manager of situation</li> <li>• WTG staff and teaching staff search buildings and grounds.</li> <li>• If not found, contact Facilities &amp; Safety Manager, and contact Police.</li> </ul>
Going to the toilet/Leaving the group	<ul style="list-style-type: none"> <li>• Disclose to students and teachers that any student going to the toilet or leaving the main group for whatever reason must tell an adult that is with the school group, not WTG staff member.</li> <li>• At their teacher's discretion, younger students should be accompanied by an adult of their group.</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting education staff have prior warning and know at all times where their students are.</li> </ul>