



# 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 an excursion to Waitangi Treaty Grounds while accompanied by Treaty Grounds staff
- 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 / group leader prior to their visit that in front of the main entrance is a road used regularly by cars and buses.</li><li>• Teachers / group leaders 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>• Access to trained first aiders</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 / group leader 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>• Teacher / group leader and assigned adults are 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>• Access to trained first aiders</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 these potential hazards.</li><li>• Adult-sized wheelchair is available on request</li><li>• Students and adults are to take care to avoid slips by ensuring they walk and don't run in appropriate areas, and they are mindful of other visitors.</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>• Access to trained first aiders</li><li>• Complete Incident Report</li></ul> For major injuries: Phone 111

Evacuation of buildings and grounds	<ul style="list-style-type: none"> <li>Teachers / group leaders are to inform students and adults at the start of the visit the procedure in the event of an emergency. They 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 Learning Team 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>Educator 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>Teacher / group leader is responsible to ensure adequate protective clothing is 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 Educator and school staff / group leader.</li> <li>For weather related health incidents: Access to trained first aiders</li> </ul>
Student specific ailment	<ul style="list-style-type: none"> <li>Individual medical needs are to be discussed by the class teachers / group leader prior to the visit if necessary.</li> <li>The class teacher / group leader 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>Access to trained first aiders</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 required ratio is clear to visiting teachers / group leaders and that an adult is assigned to all student groups.</li> <li>The class teacher / group leader 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 adults 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 / group leader's discretion, younger students should be accompanied by an adult of their school group.</li> </ul>	<ul style="list-style-type: none"> <li>Visiting staff have prior warning before students leave the group, and they know at all times where their students are.</li> </ul>
Infection from communicable diseases	<ul style="list-style-type: none"> <li>All WTG staff are compliant with government mandates regarding vaccinations.</li> <li>Teacher/group leader is made aware of WTG Covid-19 vaccination requirement (if applicable).</li> <li>Applicable government guidelines regarding capacity, vaccination mandates and tracing are enforced.</li> <li>Strict cleaning schedules and regimes are in place.</li> <li>Hand sanitiser is available to all visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Groups adhere to staff instructions and advice, maintain distancing, and sanitise.</li> <li>Visitors follow applicable government guidelines regarding tracing, face coverings, and distancing.</li> </ul>