

# RAMS (Rotorua Energy Events Centre)

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to the Rotorua Energy Events Centre while accompanied by a Rotorua Museum educator
- Measures that will eliminate, isolate or minimise these identified hazards
- The action to control and minimise the extent of an injury



**ROTORUA**  
LAKES COUNCIL

## Venue Information:

<b>Location:</b>	Queens Drive. Government Gardens. Rotorua.
<b>Key Contacts:</b>	<b>Emma Liley</b> <i>Education Manager</i> <b>Taupopoki George McLeod</b> <i>Education Coordinator</i> <b>Rebecca Moore</b> <i>Education Coordinator Visual Arts</i>

**Suggested Ratios**  
(Adult to Student)

Year 1-4	1:5	Year 5-8	1:7	Year 9-13	1:10
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**Booking Enquiries: 07 350 0563**

Hazard	Prevention & Minimisation	Action
<b>Road Accident</b>	<ul style="list-style-type: none"> <li>• Disclose to teachers prior to their visit that in front of the Energy Events Centre is a road and car park used regularly by vehicles</li> <li>• <b>Teachers are solely responsible for students outside the building</b></li> </ul>	<p><b>For minor injuries:</b> First Aid Kit located in the main office area and readily available. Current first aid certificates held by key contact and full time staff.</p> <p><b>For major injuries:</b> Phone 111</p>
<b>Student specific ailment</b>	<ul style="list-style-type: none"> <li>• Individual medical needs are to be discussed by class teachers prior to the museum visit if necessary.</li> <li>• The class teacher is responsible for the specific medical needs of the student</li> </ul>	<p><b>For minor injuries:</b> First Aid Kit located in the main office area and readily available. Current first aid certificates held by key contact and full time staff.</p> <p><b>For major injuries:</b> Phone 111</p>
<b>Lost or missing student</b>	<ul style="list-style-type: none"> <li>• Teachers are to disclose to students that there will be members of the public within some of the spaces we visit.</li> <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 register check</li> <li>• Museum and teaching staff to search building</li> <li>• Notify museum director of situation</li> <li>• Contact Police</li> </ul>
<b>Evacuation of building</b>	<ul style="list-style-type: none"> <li>• Teachers are to inform students and adult helpers at the start of the visit the procedure in the event of an emergency.</li> <li>• <b><u>Class teachers must bring a class list/roll.</u></b></li> <li>• Disclose that the assembly point in the event of an evacuation is in front of building.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow practiced evacuation procedure.</li> <li>• Evacuate out the closest fire exit to the evacuation point in front of the Energy Events Centre main entrance</li> </ul>
<b>Leaving the group</b>	<ul style="list-style-type: none"> <li>• Museum staff will let students and teachers know the conditions of using the Energy Events Centre. Access for the group is restricted to the main foyer as a thoroughfare and the conference rooms in use. Students are not to linger or enter other areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting school staff have prior warning and know at all times where their students are</li> </ul>
<b>Going to the toilet</b>	<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 what ever reason must be accompanied by an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting school staff have prior warning and know at all times where their students are</li> <li>• <b>Toilet Facilities are located on the ground floor of the building.</b></li> </ul>
<b>Uneven surfaces i.e steps, floor surfaces, slopes</b>	<ul style="list-style-type: none"> <li>• Museum staff will warn visitors of these potential hazards.</li> <li>• Constant checking of light levels by staff</li> <li>• All stairs have handrails. Students and teachers are to take care to avoid slips and trips by ensuring they walk, not run and are mindful of other visitors.</li> </ul>	<p><b>For minor injuries:</b> First Aid Kit located in the main office area and readily available. Current first aid certificates held by key contact and full time staff.</p> <p><b>For major injuries:</b> Phone 111</p>



## Meet & Greet:

- To the at the **front entrance** is an assembly area for your group
- Our education staff will begin the session by meeting and greeting you all outside
- Education staff will let you know if there is anything you need to bring along
- We welcome adult helpers and encourage them to have an active role in the learning programme



## Buses & Parking

- Please unload and load your students at the front entrance
- Bus parking is allocated close by as this area has restricted parking
- For other vehicles parking in the Government Gardens is free and there are places available at the front of the building



## Wet Weather:

- The entrance provides shelter whilst waiting for your educator to join you
- If your programme is **Sulphur Science, Horohopu - Maori Games or Amazing Race** we will contact you the day before to discuss options for your programme . In most cases we can still cater for you although activities may vary



## Directions:

Queens Drive. Government Gardens  
Rotorua



## First Aid:

- School first aid kits are permitted in the galleries provided they are clearly labelled as such
- Museum first aid kits are located in back office area. and readily available. Current first aid certificates held by key contact and full time staff



## Security:

- It is best that all **bags** are either left back at school or on the vehicle your students arrived in



## Photography:

- Photography is no permitted in the building



## Special Needs:

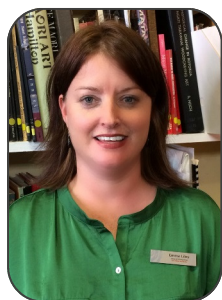
- The building has lift access to the conference rooms and most spaces are accessible by wheelchair
- For any other needs please indicate on the museum planning focus form



## Food and Drink:

- Within two minutes walk is a playground suitable for Years 1 - 8
- All food and drink are prohibited in the Energy Events Centre

## Education Staff



**Emma Liley**  
Education Manager



**Taupopoki  
George McLeod**  
Education Coordinator



**Rebecca Moore**  
Education Coordinator  
Visual Arts

