

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to the Civic Centre - Rotorua Lakes Council 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



Venue Information:

Location:	1061 Haupapa Street. Rotorua
Key Contacts:	Emma Liley <i>Education Manager</i> Taupopoki George McLeod <i>Education Coordinator</i> Rebecca Moore <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
Road Accident	<ul style="list-style-type: none"> • Disclose to teachers prior to their visit that in front of both main entrance to the building are main roads used heavily by vehicles • Teachers are solely responsible for students outside the building 	<p>For minor injuries: First Aid Kit (1) Located at the main reception the ground floor and (2) in the office of the Mayor's receptionist by the stairs on the first floor . Both readily available. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>
Student specific ailment	<ul style="list-style-type: none"> • Individual medical needs are to be discussed by class teachers prior to the museum visit if necessary. • The class teacher is responsible for the specific medical needs of the student 	<p>For minor injuries: First Aid Kit (1) Located at the main reception the ground floor and (2) in the office of the Mayor's receptionist by the stairs on the first floor . Both readily available. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>
Lost or missing student	<ul style="list-style-type: none"> • Teachers are to disclose to students that there will be members of the public within some of the spaces we visit. • Ensure the suggested ratio is clear to visiting teachers and that an adult is assigned to student groups. • The class teacher is responsible for the overall safety of all students 	<ul style="list-style-type: none"> • Teacher to do a register check • Museum, Civic Centre and teaching staff to search building • Notify Museum director of situation • Contact Police
Evacuation of building	<ul style="list-style-type: none"> • Teachers are to inform students and adult helpers at the start of the visit the procedure in the event of an emergency. • Class teachers must bring a class list/roll. • Disclose that the assembly point in the event of an evacuation is by Te Rūnanga Te Rooms - across Hinemaru Street 	<ul style="list-style-type: none"> • Follow practiced evacuation procedure. • Evacuate out the closest fire exit by Committee Room 1 to the evacuation point following the Museum educator. Te Rūnanga Te Rooms - across Hinemaru Street
Going to the toilet / leaving the group in the Museum	<ul style="list-style-type: none"> • Disclose to students and teachers that any student going to the toilet or leaving the main group for what ever reason must tell an adult that is with the school group, not a museum staff member. 	<ul style="list-style-type: none"> • Visiting school staff have prior warning and know at all times where their students are. • Toilets are located in the main reception area and in the middle of the galleria on the first floor.
Uneven surfaces i.e steps, floor surfaces, slopes	<ul style="list-style-type: none"> • Museum staff will warn visitors of these potential hazards. • Constant checking of light levels by staff • Use of lifts where possible for disabled users and wheelchairs • 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. 	<p>For minor injuries: First Aid Kit (1) Located at the main reception the ground floor and (2) in the office of the Mayor's receptionist by the stairs on the first floor . Both readily available. Current first aid certificates held by key contact and full time staff .</p> <p>For major injuries: Phone 111</p>



Handy Hints

(Civic Centre - Rotorua Lakes Council)



ROTORUA
museum
Te Whare Taonga o Te Arawa
ART | CULTURE | HERITAGE



Meet & Greet:

- To the right side of either 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 parent helpers and encourage them to have an active role in the learning programme

Buses & Parking

- You can use the area on front of the Haupapa and Hinemaru Street entrances to unload and load your students
- For other vehicles parking places are available at the front, to the left and behind the building. Some spaces are timed, others are pay and display. **FREE Parking is available in the Government Gardens**

Wet Weather:

- Please wait quietly in the main reception for your Museum educator to join you.

Education Staff



Emma Liley
Education Manager



Taupopoki George McLeod
Education Coordinator



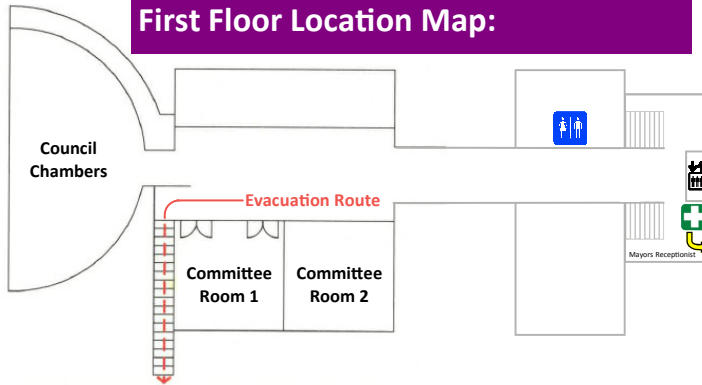
Rebecca Moore
Education Coordinator
Visual Arts

Directions:

**Rotorua Lakes Council
Civic Centre**

1061 Haupapa Street or Hinemaru Street, Rotorua
(there is a dual entrance for the same building)

First Floor Location Map:



First Aid:

- School first aid kits are permitted in the building provided they are clearly labelled as such
- Civic Centre first aid kits are located **(1)** at the main reception the ground floor and **(2)** in the office of the Mayor's receptionist by the stairs on the first floor. Both 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 restricted to certain areas. Staff will inform you on the policy of using still or video cameras



Special Needs:

- All spaces used are accessible by wheelchair
- For any other needs please indicate on the museum planning focus form



Food and Drink:

- All food and drink are prohibited in galleries