

# RAMS (Sir Howard Morrison Performing Arts Centre)

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to the Sir Howard Morrison Performing Arts Centre (SHMPAC) 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:   |   |
|----------------------|---|
| <b>Location:</b>     | 1170 Fenton Street. Rotorua.  |
| <b>Key Contacts:</b> | <b>Emma Liley</b> Education Manager<br><b>Taupopoki George McLeod</b> Education Coordinator<br><b>Rebecca Moore</b> Education Coordinator Visual Arts |



**Suggested Ratios (Adult to Student)**

**Year 9-13**

**1:10**

**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 building is a main road used heavily 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 <b>(1)</b> Located at reception in the main foyer and <b>(2)</b> in the education / exhibition spaces. Both 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 <b>(1)</b> Located at reception in the main foyer and <b>(2)</b> in the education / exhibition spaces. Both 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>Class teachers must bring a class list/roll.</b></li> <li>• Disclose that the assembly point in the event of an evacuation is Directly opposite the Prince's Gate in the Councillor's carpark.</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 following the Museum educator. Directly opposite the Prince's Gate in the Councillor's carpark.</li> </ul>                                    |
| <b>Going to the toilet / leaving the group in the Museum</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 tell an adult that is with the school group, not a museum staff member.</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>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.</li> <li>• 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 <b>(1)</b> Located at reception in the main foyer and <b>(2)</b> in the education / exhibition spaces. Both readily available. Current first aid certificates held by key contact and full time staff .</p> <p><b>For major injuries:</b> Phone 111</p> |

# Handy Hints

(Sir Howard Morrison Performing Arts Centre)



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



## Directions:

Sir Howard Morrison Performing Arts Centre  
1170 Fenton Street . Rotorua . New Zealand  
07 349 5141



## Meet & Greet:

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



## Buses & Parking

- Please use the bus bay in front of the Sir Howard Morrison Performing Arts Centre (SHMPAC) 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:

- The right side of 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.



## First Aid:

- School first aid kits are permitted in the galleries provided they are clearly labelled as such
- Museum first aid kits are located at **(1)** reception in the main foyer and **(2)** in the education / exhibition spaces . 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 permitted in certain areas. Staff will inform you on the policy of using still or video cameras



## Special Needs:

- Exhibition and education spaces 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

## Education Staff



Emma Liley  
Education Manager



Taupopoki  
George McLeod  
Education Coordinator



Rebecca Moore  
Education Coordinator



EVENTS  
& VENUES  
ROTORUA | NEW ZEALAND