

**The purpose of this risk assessment is to identify:**

- Possible hazards while a school group is on an excursion in the Government Gardens and on Sulphur Point while accompanied by a 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>     | Queens Drive. Government Gardens. 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 |

|  |                 |            |                 |            |                  |             |                                       |
|--|-----------------|------------|-----------------|------------|------------------|-------------|---------------------------------------|
| <b>Suggested Ratios (Adult to Student)</b> | <b>Year 1-4</b> | <b>1:5</b> | <b>Year 5-8</b> | <b>1:7</b> | <b>Year 9-13</b> | <b>1:10</b> | <b>Booking Enquiries: 07 350 0563</b> |
|--|-----------------|------------|-----------------|------------|------------------|-------------|---------------------------------------|

| Hazard  | Prevention & Minimisation   | Action   |
|---|---|--|
| <b>Road Accident</b>  | <ul style="list-style-type: none"> <li>• Disclose to teachers prior to their visit that on some parts of the Sulphur Science walk students will be guided along and cross roads used moderately by vehicles</li> <li>• <b>Teachers are solely responsible for students outside the museum</b></li> </ul>  | <p><b>For minor injuries:</b> First Aid Kit - A basic medical / burns kit carried by the museum educator 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>Use of Museum Equipment and Resources</b>                    | <ul style="list-style-type: none"> <li>• Disclose to students and teachers that they could be handling equipment that if used incorrectly could cause:                             <ul style="list-style-type: none"> <li>• <b>Burns:</b> e.g geothermal water</li> <li>• <b>Skin Irritation / Poisoning:</b> mineral water, sulphur gas</li> </ul> </li> </ul>   | <p><b>For minor injuries:</b> First Aid Kit - A basic medical / burns kit carried by the museum educator 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 - A basic medical / burns kit carried by the museum educator 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 may be members of the public along the Sulphur Science walk .</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>Going to the toilet / leaving the group on Sulphur Point</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>Public toilets are located on the end of the Rotorua Bowling Club near the Rachel Spring</b></li> </ul>   |
| <b>Hazards on Sulphur Point</b>                                 | <ul style="list-style-type: none"> <li>• Museum staff will warn visitors of potential hazards. These include:                             <ul style="list-style-type: none"> <li>• <b>Geothermal features</b><br/>All individuals must observe and remain behind barriers at all times</li> <li>• <b>Water / Pond / Lake</b><br/>Students must observe and remain well away from the edge of unfenced water. They must always be accompanied by an adult</li> <li>• <b>Uneven surfaces</b><br/>Risks can be minimised by sticking to predefined paths. Students and teachers are to take care to avoid slips and trips by ensuring they walk, not run and are mindful of other visitors. All individuals are to wear closed in flat soled shoes for the duration of the programme.</li> </ul> </li> </ul> | <p><b>For minor injuries:</b> First Aid Kit - A basic medical / burns kit carried by the museum educator 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> |

**IMPORTANT: Wet Weather**  
Walks on Sulphur Point may be cancelled for safety reasons due to adverse wet weather conditions.  
We will contact you the day before to discuss options for your programme .

# RAMS (additional Sulphur Point Information)

## Sulphur Point Walkway

Classified as an easy access short walk



1.34kms. Approx. 45 - 60min

- Easy walking for up to an hour
- Even surface, well formed with no steps or steep sections
- Suitable for people of all abilities, wheelchairs, buggies and strollers
- Streams and drains are bridged
- Walking shoes required

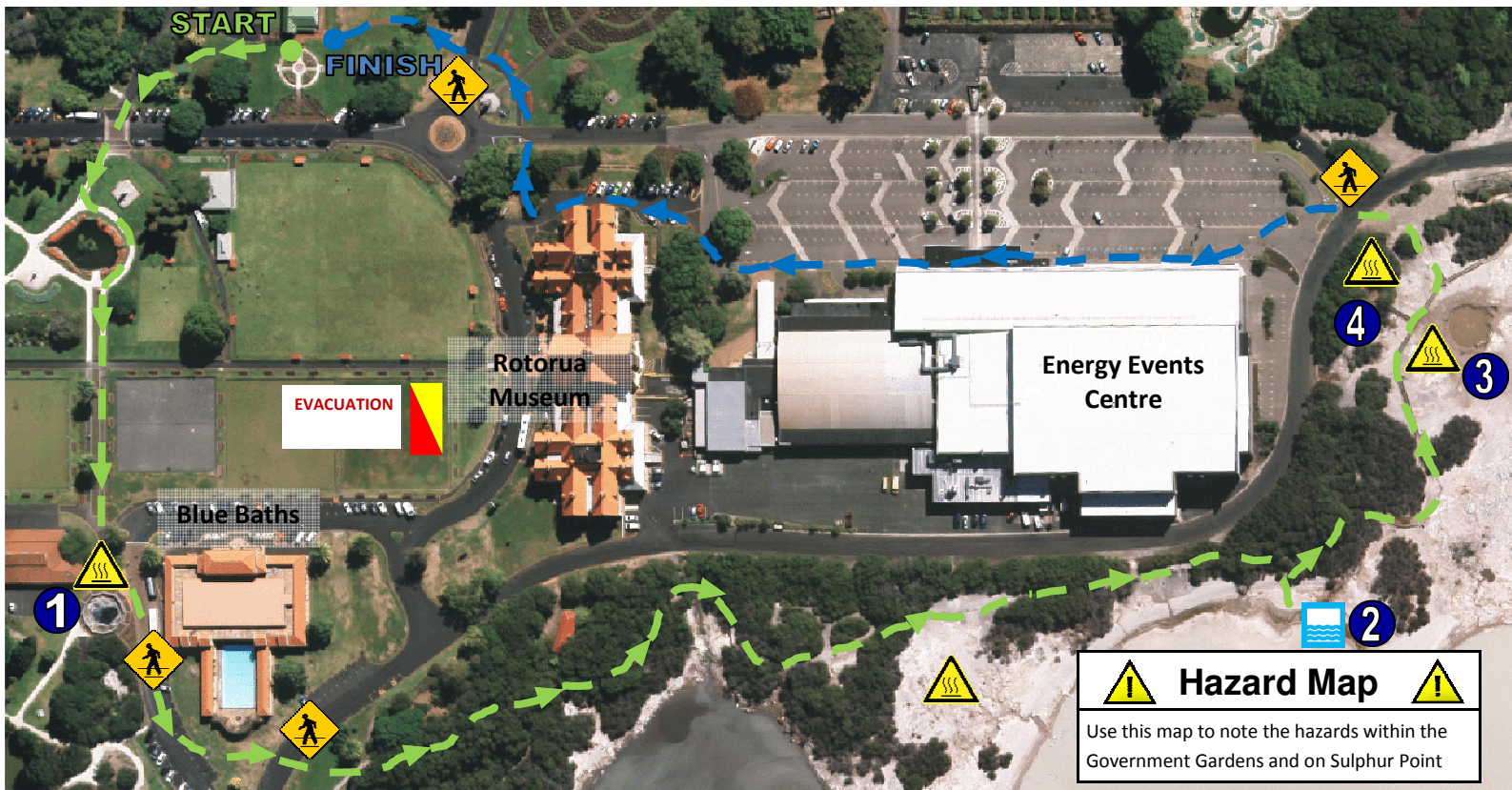
## Trail Stops:

- 1 Rachel Spring
- 2 Sulphur Bay
- 3 Cameron's Pool
- 4 Coffee Pot Pool

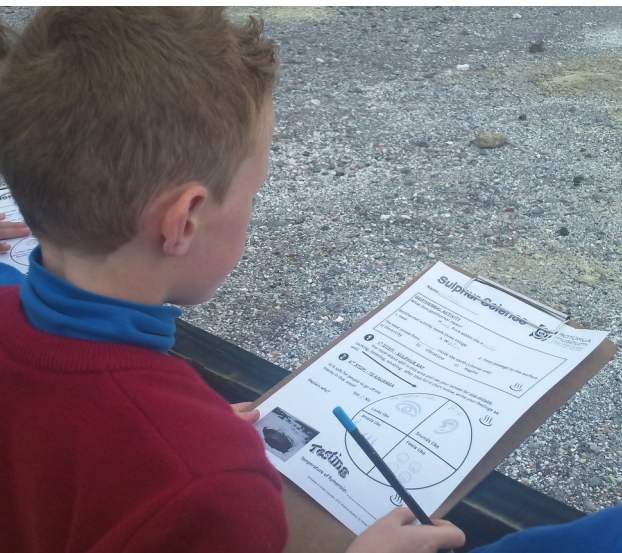
## Legend:

|  |                     |
|--|---------------------|
|  | Safe crossing point |
|  | Water Hazard        |
|  | Geothermal Hazard   |

## Hazard Map and Sulphur Science Walk



**Hazard Map**  
Use this map to note the hazards within the Government Gardens and on Sulphur Point



**IMPORTANT:** This programme begins at the **Rotorua Children's Art House**



## Meet & Greet:

- At the immediate front of the Children's Art House there 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 nearest the Art House on Queen's Drive to unload and load your students
- Bus parking is allocated close by as this bay has a 5 minute restriction
- For other vehicles parking in the Government Gardens is free and there are places available at the front of the Art House and Museum buildings



## Wet Weather:

- We will contact you the day before to discuss options for your programme .



## First Aid:

- School first aid kits are permitted
- A basic medical / burns kit carried by the museum educator and readily available. Current first aid certificates held by key contact and full time staff .



## Directions:

**Rotorua Children's Art House**  
Queen's Drive  
Government Gardens  
Rotorua  
New Zealand



## 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 . Staff will inform you on the policy of using still or video cameras



## Special Needs:

- The Art House is accessible by wheelchair with a disability toilet available on site.
- For any other needs please indicate on the museum planning focus form



## Food and Drink:

- Groups are welcome to use the area to the right side of the entrance for food breaks before or after your museum programme
- Within one minute walk is a playground suitable for Years 1 - 8
- All food and drink are prohibited in the Art House workspaces

## Education Staff



**Emma Liley**  
Education Manager



**Taupopoki George McLeod**  
Education Coordinator



**Rebecca Moore**  
Education Coordinator  
Visual Arts

