

Risk Assessment & Management



**Teachers, please discuss these safety issues
prior to your visit**

The purpose of the risk assessment is to identify:

- Possible hazards while a group is wondering through Mitai Māori Village with a host or unescorted
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimise the extent of an injury

Suggested Ratios

Year 1 - 4	1:5
Year 5 - 8	1:7
Year 9 - 13	1:10

Hazard Identification	Prevention & Minimisation	Action
Road Accident	<ul style="list-style-type: none"> • Disclose to pupils prior to their visit that the road / car park is regularly used by vehicles. • Teachers are solely responsible for students outside on the road or car park area 	<p>For minor injuries</p> <ul style="list-style-type: none"> • Current first aid certificate held by Host staff • First Aid kits are available and readily available on demand from: <ul style="list-style-type: none"> - Main Office - Concert changing room - Kitchen • For major injuries phone emergency services 111
Student Specific Ailment	<ul style="list-style-type: none"> • Individual medical needs are to be dealt with by teachers prior or during the visit • The teacher or accompanying adult is responsible for the specific medical needs of the student/s 	<p>For minor injuries</p> <ul style="list-style-type: none"> • Current first aid certificate held by Host staff • First Aid kits are available and readily available on demand from: <ul style="list-style-type: none"> - Main Office - Concert changing room - Kitchen • For major injuries phone emergency services 111
Lost or Missing Student	<ul style="list-style-type: none"> • Ensure the suggested ratio is clear and that an adult is assigned to student groups • The teacher is responsible for the overall safety of all students 	<ul style="list-style-type: none"> • Teacher to do roll checks • Mitai staff, teachers and adults to search premises • Notify "Health & Safety Coordinator" of situation • Contact Police
Evacuation of Buildings	<ul style="list-style-type: none"> • Teachers are to disclose to students that the assembly point in the event of an evacuation is at the top car park 	<ul style="list-style-type: none"> • Follow practiced evacuation procedure as outlined information provided by staff on arrival • Evacuate out the closest fire exit to the evacuation point at the top car park
Leaving the group / going toilet	<ul style="list-style-type: none"> • Teachers are to disclose to students that anyone going to the toilet or leaving the group for whatever reason must TELL AN ADULT that is in the group, not a staff member 	<ul style="list-style-type: none"> • Visiting school groups should always have warning where their students are
Injury during walks	<ul style="list-style-type: none"> • Teachers are to disclose to students to follow instructions and listen to Mitai staff • Head count before and after bush walk • Ensure adult at head and tail of group • The teacher is responsible for the overall safety of all students 	<p>Briefing from Mitai staff to students, teachers and adults prior to bush walk</p> <p>For minor injuries</p> <ul style="list-style-type: none"> • Current first aid certificate held by Host staff • First Aid kits are available and readily available on demand from: <ul style="list-style-type: none"> - Main Office - Concert changing room - Kitchen • For major injuries phone emergency services 111

Risk Assessment & Management



Hazard Identification	Prevention & Minimisation	Action
Uneven surfaces eg. Steps, surfaces, pathways etc	<ul style="list-style-type: none"> Mitai staff will warn visitors of any potential hazards, if any on the day Inspection of all pathways and handrails. Students and teachers are to take care to avoid slips and trips by ensuring they walk, NOT RUN and are mindful of others 	For minor injuries <ul style="list-style-type: none"> Current first aid certificate held by Host staff First Aid kits are available and readily available on demand from: <ul style="list-style-type: none"> Main Office Concert changing room Kitchen For major injuries phone emergency services 111
Weather	<ul style="list-style-type: none"> Checking weather forecast before leaving Ensure students, teachers and adults are prepared for bad weather Ensure adult at head and tail of group at all times 	<ul style="list-style-type: none"> Change the order of activities to accommodate weather Mitai staff will adjust itinerary depending on weather conditions Briefing from Mitai staff of any changes to school group
Terrain	<ul style="list-style-type: none"> Teachers to ensure students have adequate footwear and gear Ensure students, teachers and adults are prepared for bad weather Ensure adult at head and tail of group at all times 	<ul style="list-style-type: none"> Briefing from Mitai staff to students, teachers and adults of potential hazards and avoidance procedures adhered to OR <ul style="list-style-type: none"> Postpone visit
Open Flames & Surfaces	<ul style="list-style-type: none"> Fire is kept contained and supervised – Fire extinguisher available on site. Visitors kept at a safe distance 	<ul style="list-style-type: none"> First Aid kit available for burns If major injuries phone emergency services 111
Unrailed Stream	<ul style="list-style-type: none"> Mitai Staff will always oversee and guide you during your visit, ensuring that your experience is safe There is a defined walking path for visitors to follow 	<ul style="list-style-type: none"> Check for injuries First Aid kits are available and readily available on demand from: <ul style="list-style-type: none"> Main Office Concert changing room Kitchen If major injuries phone emergency services 111

All incidences will require the completion of relevant Health & Safety paperwork by school representative and Mitai staff

In the case of a real emergency, especially one that involves serious injury or loss of life, you must contact the Principal as soon as you have dealt with the immediate aspects of the emergency. Phone number to be obtained from staff list, prior to departure.

Venue Information	
Venue Name:	Mitai Māori Village
Location:	196 Fairy Springs Road, Rotorua
Key Contact	Shikandar Sidhu +64 7 343 9132
Email:	reservation@mitai.co.nz
Website:	www.mitai.co.nz

