

# RAMS

(Te Rūnanga Tea House - Government Gardens)

The purpose of this risk assessment is to identify:

- Possible hazards while a school group is on an excursion to the Te Rūnanga Tearooms 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**

**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> A Museum first aid kit will be brought onsite. Current first aid certificates held by key contact and full time staff</p> <p><b>For major injuries:</b> Phone 111</p>
<b>Hazards on Sulphur Point</b>	<ul style="list-style-type: none"> <li>• Museum staff will warn visitors of potential hazards. These include:</li> <li>• <b>Water / Pond / Lake</b> Students must observe and remain well away from the edge of unfenced water. They must always be accompanied by an adult</li> </ul>	<p><b>For minor injuries:</b> A Museum first aid kit will be brought onsite. 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> A Museum first aid kit will be brought onsite. 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 near the bowling green to the south of the tearooms along Hinemaru Street</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. Near the bowling green to the south of the tearooms along Hinemaru Street</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>• Use of lifts where possible for disabled users and wheelchairs</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> A Museum first aid kit will be brought onsite. Current first aid certificates held by key contact and full time staff</p> <p><b>For major injuries:</b> Phone 111</p>

# Handy Hints

## Te Rūnanga Tea House - Government Gardens



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



### Buses & Parking

**BUS ACCESS:** Hinemaru Street, opening of main Government Gardens pathway.

- Please use the bus bay near the tearooms on Hinemaru Street 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



### Meet & Greet:

- Please assemble on the middle pathway of the gardens next to the tearooms
- 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

### Wet Weather:

- The veranda of the tearooms 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 tearoom provided they are clearly labelled as such
- A first aid kit is supplied onsite and will be with the Museum educator resources . 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:

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

### Food and Drink:

- All food and drink is prohibited in the building whilst on a Museum programme

## Education Staff



**Emma Liley**  
Education Manager



**Taupopoki  
George McLeod**  
Education Coordinator



**Rebecca Moore**  
Education Coordinator  
Visual Arts