



## Government House New Zealand

### Risk Assessment Management Form Visiting Government House complex

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The following risk assessment and management information is provided to help school teachers plan a school visit to Government House Wellington. Teachers are responsible for evaluating the risks associated with visiting the Government House complex.

The purpose of risk assessment is to identify:

- Possible risks and hazards;
- Measures that will eliminate, isolate or minimise identified hazards; and
- The action to control and minimise the extent of injury.

To ensure our risk assessment is up to date please report any hazards observed and all accidents and incidents.

<b>What are the risks and hazards?</b>	<b>What plan is in place?</b>	<b>Who is responsible for this?</b>
Fire, earthquake, natural disaster	<p>All groups are briefed on the appropriate evacuation procedures at the beginning of the visit.</p> <p>Visitor Centre staff undergo regular practice drills.</p> <p>All groups are accompanied at all times with Government House Staff.</p> <p>Sprinklers and smoke detectors installed throughout the Visitor Centre and Government House.</p> <p>First aid provisions, first aiders and emergency wardens appointed and trained.</p> <p>Emergency equipment and food supplies located at Government House.</p> <p>In terms of seismic events Government House has been assessed to perform overall at 80% of the "current code".</p>	<p>Visitor Centre staff will provide a pre-tour briefing for all visiting groups.</p> <p>Government House staff and Fire wardens.</p>

<b>What are the risks and hazards?</b>	<b>What plan is in place?</b>	<b>Who is responsible for this?</b>
A member of the tour party gets lost/separated from the tour	<p>Adult supervision of students at all times. Adult to student ratio in place.</p> <p>Roll call/head count at start and finish of a tour.</p> <p>Tail end adult/teacher nominated for duration of visit.</p> <p>Group size restricted to 70 students.</p> <p>CCTV and Security monitoring on the tour route and will identify if anyone is separated from the group.</p>	<p>Teacher/school to ensure ratios are maintained.</p> <p>Roll calls and head counts maintained by teacher.</p> <p>Visitor Centre staff trained in maintaining group control.</p>
Trips, falls and crush injuries	<p>All visitors informed of health and safety precautions when walking around the House and grounds, including maintaining right of way for people working in the House or grounds, holding hand rails where appropriate and careful use of display items.</p> <p>Shoes to be worn at all times.</p> <p>Teachers to monitor appropriate walking/inside behaviour.</p>	<p>Visitor Centre staff.</p> <p>Teachers.</p>
Moving safely around the House and grounds	<p>All visitors informed of health and safety precautions when walking around the House and grounds, including maintaining right of way for people working in the House or grounds, holding hand rails where appropriate and awareness of vehicles on the grounds.</p> <p>Teachers to monitor students moving around the House and grounds.</p>	<p>Visitor Centre staff.</p> <p>Teachers.</p>
Restricted areas	<p>All visitors will be informed of all restricted areas including areas restricted due to daily hazards.</p> <p>Teachers to monitor students to ensure they do not enter any restricted areas.</p>	<p>Visitor Centre staff.</p> <p>Teachers.</p>

<b>What are the risks and hazards?</b>	<b>What plan is in place?</b>	<b>Who is responsible for this?</b>
Fainting	<p>Encourage visitors to remove bulky jackets and sweatshirts prior to tour.</p> <p>Constant monitoring of groups.</p> <p>First aid trained staff.</p> <p>Bed and quiet room available if students on visits become unwell. If someone is using sick room they must be monitored and no adult to be with child in room with closed door.</p>	<p>Visitor centre staff to advise the removal of jackets. Storage provided.</p> <p>All adults to monitor group during tour.</p>
Slipping on wet floor	<p>Wet floor signs displayed. Wet areas pointed out to group.</p> <p>Visitor centre staff aware of daily hazards.</p>	<p>Teachers/adults/visitor centre staff to monitor and be aware of possible hazards and advise students.</p>
Steps and Stairs	<p>Visitors are advised in their arrival briefing not to hurry or push each other when using stairs and to hold onto handrails.</p>	<p>Visitor Centre staff to advise group on arrival.</p> <p>Teachers and Visitor Centre staff to monitor.</p>
Student specific ailment	<p>Individual medical needs to be disclosed by the class teacher prior to the Government House visit if necessary.</p> <p>Approval given to teachers to carry required medication on tour.</p> <p>Staff are available if first aid attention is needed.</p> <p>Bed and quiet room available if students on visits become unwell. If someone is using sick room they must be monitored and no adult to be with child in room with closed door.</p>	<p>The class teacher is responsible for the specific medical needs of the students.</p> <p>Teachers to advise Visitor Centre staff.</p> <p>Visitors centre staff will call on staff as required.</p>
Visitor needing to leave the group to go to the toilet	<p>Groups will have the opportunity to use the facilities either at the beginning or end of the Government House visit.</p> <p>Students and adults are advised that anyone needing to leave the main group for whatever reason must ask the Visitor Centre staff member.</p>	<p>Visitor Centre staff to provide opportunity to use facilities at beginning or end of the tour.</p> <p>Visitor Centre staff to arrange appropriate escort.</p>

<p>Evacuation of building</p>	<p>All groups are briefed on the appropriate evacuation procedure at the beginning of the visit.</p> <p>Government House procedure in place for evacuation.</p>	<p>Visitor Centre staff to include in tour briefing provided at beginning of tour.</p> <p>Teacher to have class list.</p> <p>Government House fire wardens to oversee evacuation.</p>
<p>Damage to Government House property</p>	<p>Adult supervision of students at all times.</p> <p>All groups are briefed about expected behaviour and the need for care.</p>	<p>Teacher/school to ensure adequate adult to student ratios in place.</p> <p>Visitor Centre staff to include expected behaviour as part of the tour briefing.</p>
<p>Public Health Alert levels</p>	<p>School tours can only operate if the Public Health-settings allow the school to be open.</p> <p>Other tours (public and community groups and adult/tertiary education) can only operate if public health alert levels allow.</p> <p>Sanitiser and handwashing facilities available</p> <p>Student masking to be determined by government requirements in schools and the school's own requirements.</p> <p>Staff and visitors are strongly encouraged to stay home if unwell.</p> <p>Bed and quiet room available if students on visits become unwell. If someone is using sick room they must be monitored and no adult to be with child in room with closed door.</p>	<p>School ensures unwell students/staff do not come on the trip</p> <p>Visitor centre to maintain supplies of hand sanitiser</p> <p>Visitor centre and teachers to monitor hand sanitising procedures</p>
<p>Specific hazards on garden tours/activities in grounds</p> <p>1. Bees</p>	<p>Adult supervision of students at all times.</p> <p>All groups are briefed about expected behaviour and the need for care.</p> <p>Activities near beehives – schools warned in advance of bees and teacher's should be aware of students with allergies</p>	<p>Teacher/school to ensure adequate adult to student ratios in place.</p> <p>Visitor Centre staff to include expected behaviour as part of the tour briefing.</p> <p>VC staff have current first aid training</p> <p>First aid kits in VC and house</p>

		and BARK area. No epipens on site
<p>Specific hazards on garden tours/activities in grounds</p> <p>2. Grass and plant allergies</p>	<p>Adult supervision of students at all times.</p> <p>All groups are briefed about expected behaviour and the need for care.</p> <p>Activities in long grass – be mindful of children with skin sensitivities</p>	<p>Teacher/school to ensure adequate adult to student ratios in place.</p> <p>Visitor Centre staff to include expected behaviour as part of the tour briefing.</p> <p>VC staff have current first aid training</p> <p>First aid kits in VC and house and BARK area. No epipens on site</p>
<p>Specific hazards on garden tours/activities in grounds</p> <p>3. Slips and falls</p>	<p>Adult supervision of students at all times.</p> <p>All groups are briefed about expected behaviour and the need for care.</p> <p>Same procedures as in house</p>	<p>Teacher/school to ensure adequate adult to student ratios in place.</p> <p>Visitor Centre staff to include expected behaviour as part of the tour briefing.</p> <p>VC staff have current first aid training</p> <p>First aid kits in VC and house and BARK area.</p>