

Wellington Hockey

Wellington Regional Hockey Stadium Trust



Risk Assessment Management Form

The following information is provided to help schools, teachers and visitors plan a visit to Wellington Regional Hockey Stadium Trust. An electronic copy of the RAM Form can be found at <http://www.wellingtonhockey.org.nz>

Whilst all possible care will be taken to ensure the safety of students, teachers and visitors to Wellington Hockey, teachers and caregivers are responsible for their students and accompanying adults at all times.

VENUE NAME	Wellington Hockey
LOCATION	9 Mt Albert Road, Newtown Wellington
CONTACT	Wellington Hockey
EMAIL	mark@wellingtonhockey.org.nz
WEBSITE	http://www.wellingtonhockey.org.nz
PHONE	+64 4 389 3337

The purpose of this risk assessment is to identify;

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control or minimise the extent of an injury

Wellington Hockey staff are trained to provide emergency response and evacuation procedures. In the event of an emergency please follow the instructions of Wellington Hockey staff at all times. Supporting information can be found on our website at <http://www.wellingtonhockey.org.nz>

Wellington Hockey Staff are first Aid trained and First Aid kits are available as required. Please ask Wellington Hockey Staff for more information if required

Hazard Identified	Potential Harm	Hazard Control	Action
Student specific ailments	Bodily harm, spread of illness	<p>School teachers must disclose any medical ailments of individual students prior to the visit.</p> <p>Teachers are solely responsible for students and their medical needs during their visit.</p>	<p>Teachers are to administer medication based on the student's individual needs. In an emergency please advise your teacher or Wellington Hockey staff member who will contact emergency services.</p>
Separation from group, getting lost	Injury, threatening circumstance	<p>We recommend discussing this with your students prior to your visit.</p> <p>If feeling threatened by another person, students should walk away and seek assistance from Wellington Hockey staff.</p> <p>It should be noted that contractors and members of the public are likely to be present at the Wellington Hockey</p> <p>Teachers are to ensure that the correct level of supervision is provided. Teachers are solely responsible for the overall safety of the students.</p> <p>Any student leaving the main group for any reason must advise the teacher and be accompanied by an adult appointed by the school.</p>	<p>If a student is unaccounted for, the teachers must notify the head teacher who will organise an initial search of the immediate area.</p> <p>If not found, the head teacher will notify Wellington Hockey staff who will conduct a thorough search according to the lost children policy. Teachers are to ensure that their school policy relating to lost children is followed.</p> <p>Wellington Hockey staff will contact the Police if necessary.</p>

<p>Uneven and varying floor surfaces, displays, equipment</p>	<p>Slips, trips, falls, bodily harm, bruises, cuts, burns</p>	<p>Students and school teachers are to take care to avoid trips, falls and injury by walking in a calm, orderly manner at all times and being mindful of objects and other people around them.</p>	<p>All slips, trips, falls and collisions with objects and other persons must be reported to your tour teacher or Wellington Hockey. An assessment will be made and an incident report may be completed for a 'near miss' or 'unsafe act'.</p> <p>For minor accidents your tour teacher must be notified who will in turn notify Wellington Hockey staff. First aid will be administered on-site if necessary and an Incident Investigation report will be completed by Wellington Hockey staff.</p> <p>For serious harm or injury requiring medical attention, school teachers are to notify Wellington Hockey staff. Wellington Hockey staff will contact emergency services and first aid may be administered on-site in the first instance. A full investigation will be undertaken into the accident which may require further requests for information and follow up interviews.</p>
<p>Stairs.</p>	<p>Trips and falls, bodily harm</p>	<p>All stairs have handrails.</p> <p>Students and school teachers are to take care to avoid trips, falls and injury when using stairs.</p> <p>Wellington Hockey staff are trained in first aid.</p>	<p>All trips, falls and injuries must be reported to your tour teacher or Wellington Hockey. An assessment will be made and an incident report may be completed for a 'near miss' or 'unsafe act'.</p> <p>For minor accidents your tour teacher must notify Wellington Hockey staff. First aid will be administered on-site if necessary and an Incident Investigation report will be completed by Wellington Hockey staff.</p>

			<p>For serious harm or any injury requiring medical attention, school teachers are to notify the head teacher immediately who will in turn notify Wellington Hockey staff. Wellington Hockey staff will contact emergency services and first aid may be administered on-site in the first instance. A full investigation will be undertaken by Wellington Hockey into the accident which may require further requests for information and follow up interviews.</p>
<p>Vehicle Traffic (vehicle ramp and level 0 ring road between the two turfs), Maintenance and Operational Equipment</p>	<p>Bodily harm, collision, bruises, cuts, burns</p>	<p>Students and school teachers are to take care to avoid injury by ensuring the group stay on designated paths, follow instructions from your tour teacher and signage, and walk in an orderly manner at all times.</p> <p>Vehicle lanes are clearly marked on roads and ramps and pedestrian lanes are clearly marked on the vehicle ramp.</p> <p>Strict 10km/hr (crawling speed) and directional limits are in place throughout the Wellington Hockey.</p>	<p>All incidents involving vehicles must be reported to your teacher or Wellington Hockey immediately, whether resulting in injury or not. An assessment will be made and an incident report may be completed for a 'near miss' or 'unsafe act'.</p> <p>For minor accidents your head teacher must be notified who will in turn notify Wellington Hockey staff. First aid will be administered on-site if necessary and an Incident Investigation report will be completed by Wellington Hockey staff.</p> <p>For serious harm or any injury requiring medical attention, school teachers are to notify Wellington Hockey staff immediately. Wellington Hockey staff will contact emergency services and first aid may be administered on-site in the first instance. A full investigation will be undertaken by Wellington Hockey into the accident which may require further requests for information and follow up interviews.</p>

<p>Emergency, natural or unnatural disaster</p>	<p>Injury, bodily harm</p>	<p>All Wellington Hockey staff are trained in Emergency Evacuation Procedures & First Aid Officers</p> <p>.</p> <p>In the event of alarm activation (continuous rise and fall siren) or other emergency, Wellington Hockey staff will provide instructions and assistance. School teachers are expected to assist with assembling the group for evacuation and check that all students are accounted for.</p> <p>Evacuation Assembly Point is in the middle of NHS 2 Turf</p>	<p>Wellington Hockey staff will manage an evacuation from the building.</p> <p>In the event of alarm activation (continuous rise and fall siren), follow the instructions of Wellington Hockey staff, and immediately leave the building by the nearest safe exit.</p> <p>In the event of an earthquake drop to the ground, take cover and hold on. Do not evacuate (unless instructed to do so). Wait for the shaking to stop then follow the instructions of Wellington Hockey staff.</p> <p>All visitors are to follow the instructions provided by Wellington Hockey staff at all times.</p>
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If any further information is required, please contact:

Wellington Hockey

Wellington Regional Hockey Stadium Trust

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New Zealand

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