

**RISK ASSESSMENT FORM**

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| **ACTIVITY:** | **Manea Footprints of Kupe Ltd**  |
| **DATE:** |  |
| **GENERAL MANAGER:** | **Kathrine Clarke** |
| **GROUP:** |  |
| **LOCATION:** | **49 Hokianga Harbour Drive, Opononi, Hokianga 0473** |

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| **RISKS (LOSSES)** |
| **1** | **2** | **3** | **4** | **5** |
| **Death or injury from collision with car or bus.** | **Children going missing.** | **Asthma attacks, epileptic seizures.** | **Sunburn (if doing activities outdoors).** | **Falls or slips** |

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| **Casual Factors** | **Risk Reduction Strategies** |
| **People:** * Children not following guidelines set by teachers and Manea staff.
* Inadequate supervision of children during the visit.
* Careless drivers.
* Failure to carry medication for those children with medical conditions, ie. asthma, epilepsy.
* Children not using precautions against the sun, eg. sunblock, hats.
 | * Make sure children are attentive to all safety instructions given by teachers and Manea staff. Ensure students are fully supervised at all times during their visit by their school.
* Warn children to take care when crossing the car park and teachers to supervise.
* Ensure children or teachers are carrying any necessary medication for any students’ specific medical needs.
* Schools ensure that, before the visit, all children taking part in outdoor activities have sunblock and a hat**.**
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| **Environment:** * Busy car park outside the front door of Manea
* Dark atmosphere inside theatre may cause disorientation.
* Lighting in the theatre may induce epileptic seizures.
* The nature of the 4D show may induce motion sickness in some susceptible people.
 | * Teachers must warn students of the risks of the park and supervise students alighting from vehicles and crossing the car park.
* Manea staff will advise students that the light level in theatre is lower and to watch their step. They will also ensure the light levels are appropriate.
* In the case of an epileptic seizure, staff will ensure the person is kept safe during seizure, then call ambulance.
* Manea staff will inform people before show starts of the possibility of motion sickness and inform them to look away from the screen until their stomach settles or remove them from the theatre if severe.
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| **Equipment:** * Manea buildings and equipment.
 | * Manea meets all safety and compliance building standards.
* Manea buildings and equipment is regularly checked and any hazards identified and fixed before schools can visit.
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