

## Our Lady's Home of Compassion Island Bay Risk assessment Management form

The following risk assessment and Management information is provided to help teachers and group facilitators to plan visits to Our Lady's Home of Compassion.

The purpose of the risk assessment is to identify

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

The definition of a hazard as defined in the Health and Safety at Work Act 2015 is:

An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

The Act infers that all hazards which can't be eliminated are to be assessed and controlled through minimisation.

Evacuation signage is visible in all gathering areas. First Aid is available on site. In an emergency dial 111.

<b>Venue Name</b>	<b>Our Lady's Home of Compassion</b>
<b>Location</b>	2 Rhine Street(off Murray) Island Bay
<b>Contact</b>	Visitor Experience Manager, Deirdre Hanlon Phone: (04) 2821953
<b>Email</b>	heritagecentre@compassion.org.nz
<b>Web</b>	www.compassion.org.nz
<b>Phone</b>	Reception (04) 3837769

Hazard Identification	Potential Harm	Hazard Control	Action
Student specific ailments	Spread of disease, Bodily harm	School teachers are to disclose any medical ailments of individual students prior to HOC visit if necessary. Teachers are solely responsible for students and their medical needs during their visit.	Teachers are to administer medication based on student's individual medical ailments and permissions. In an emergency notify a Home of Compassion (HoC) staff member who will ensure emergency services are contacted.
Manual handling	Muscle strain	Teachers and students are not expected to lift or move furniture or other items while on site. Should a situation necessitate moving an item they should only lift what they are comfortable lifting and should seek assistance when doing so	Staff will move items if they are reasonably able. Staff receive training in safe back care and lifting techniques

Stranger danger, harassment, bullying, getting lost	Physical and emotional injury	We recommend discussing personal safety with students prior to your visit. Teachers are to ensure that the correct level of supervision is provided and are solely responsible for the overall safety of students. Teachers should accompany students as appropriate. Teachers will carry an up to date attendance register.	HoC Visitor Experience staff and volunteers undergo police vetting including meeting the requirements under the Vulnerable Children Act 2014  Should an incident occur, teachers must notify HoC staff immediately and complete an incident form so that a full investigation can take place.
Fire, Earthquake	Multiple injuries	Evacuation notices are displayed in all areas. Teachers will be informed of our procedures. Teachers will carry an up to date attendance register.	HoC staff will manage any building evacuation. HoC staff will access the class register in an emergency.
Hazardous substances	Poisoning	All hazardous substances are kept in locked cupboards. Cleaning trolleys will have a cleaner in attendance.	HoC staff are trained in the correct use and storage of cleaning products.
Slips, trips and falls	Physical injuries	Wet floor signs are used. Cleaning schedules will allow for visits with cleaning to be done after the visit rather than during. Staff will warn teachers of uneven surfaces and other environmental obstacles at the beginning of the visit. All students and teachers should walk not run and be mindful of the environment.	HoC staff are aware of environmental hazards that may impact visitors.
Beehives	Allergic reaction	Beehives are placed well away from common public areas. Visitors are made aware of potential hazard.	Dial 111 in event of anaphylactic shock. Provide access to Epi-pen if necessary. Administer first aid for minor reactions
Construction site	Injury	All construction areas are cordoned off and clearly marked as no entry. Teachers are to be aware of student's whereabouts at all times.	HoC staff and construction workers are aware of 'no access' areas and monitor these areas to ensure they are not entered by people unauthorised to do so.
Traffic	Physical Injury	One way road system is clearly signposted. Limited speed signs are clearly visible Teachers should advise groups of traffic hazards	HoC staff to keep road signs visible and in good order and ensure speed limits are enforced.
Plants	Poisoning, allergic reaction	Plants are part of our natural environment. Some plants may cause an adverse reaction. Groups to be monitored at all times.	First aid is available on site.
In the event of an accident/incident on site, OLHoC staff will respond according to OLHoC Health and Safety policies and procedures.			