

Risk Assessment Plan for School Programmes



Event: NZ Marine Studies Centre

Date: Various throughout the year

Contacts: NZMSC Admin, portobello.marinescience@otago.ac.nz, 03 479 5826

First Aid: First Aid kit in the NZMSC office, carried by educator if on the shore, and on all boats. Defibrillator in hallway next to reception.

Staff: All educators have workplace first aid certificates and have been security checked in accordance with the Vulnerable Children's Act

Teachers: To be responsible for students appropriate behaviour and medical needs during their field trip

Risk	Likelihood (eg high, medium, low)	Impact (eg high, medium, low)	Risk Response (eg Eliminate risk or minimise risk)	Action Taken	By Who
LABORATORIES					
Emergency evacuation	low	medium	minimise	Staff trained in emergency procedures and evacuation from the premises and will advise groups at the beginning of session	Education staff
Accident in the car park	Medium would reckon Low on this one?	high	minimise	Give warning that care should be taken to look out for traffic, supervise students	Teachers
Slipping/tripping on walkways, ramps,	medium	medium	minimise	Give warning of slippery surfaces and/or	Education Staff Teachers

floor in wet room, wharf and jetties				hazardous areas to avoid, supervise students, ensure no climbing on railings, advise to walk-no running, Paths to be kept clear of debris/gear	
Tripping hazards eg cords, school bags/coats	medium	medium	minimise	Position cables carefully and/or cover with tape or mats. Place bags in area provided by staff	Education staff
Animals in touch tank may cause allergic reaction, nip or sting	low	medium	Minimise	Educators to advise students on how to safely handle animals before doing so. Teachers to monitor and regulate behaviour that put animals or students at risk.	Education staff Teachers to advise Education staff of any health problems / allergies where appropriate
Strains, sprains to students	low	medium	minimise	Advise to take care, walking between areas/activities	Education staff Teachers
Student specific ailments	varied	varied	minimise	Teachers to advise staff of anything that	Teachers

				may restrict participation by students where appropriate	
Other people in the work place	low	low	minimise	Advise of other groups/workers on site, staff to manage groups and keep them together. Teachers to ensure correct staff to student ratio	
Cut-from spines or scissors	low	Low	minimise	Staff to advise to take care when handling animal and how to use scissors appropriately	Education staff Teachers support
ROCKY SHORE					
Students slipping on the rocky shore	medium	medium	minimise	Staff to advise of appropriate footwear for the rocky shore- sturdy, advised not to climb cliffs	Education staff Teachers
Student dehydration/suffering from the cold on the rocky shore	low	medium	minimise	Staff to advise of appropriate clothing eg sunhats, wind/rain jackets . students bring their own food	Teachers Education staff

				and water if appropriate	
Adverse weather on the rocky shore	medium	medium	minimise	Reschedule field trip if necessary	Education staff Teachers
Fall when carrying gear to the shoreline	medium	medium	minimise	Ensure no-one is carrying more gear than reasonable, advise walking	Education staff
Incoming tide, waves	low	low	minimise	Staff to plan trip to Rocky shore at appropriate tide level, keep a eye on the water level	Education staff Teachers
Cuts from shells or glass on the Rocky shore	low	low	minimise	Staff to advise about sharp shells eg Rock oysters and tube worms, and glass and to take care when handling them. Staff to carry a First aid kit to the shore(in back of flouro vest)	Education staff Teachers to support
BOAT/VESSEL					
Slipping/tripping on walkways, doorways, wet deck, wharf and jetties	medium	medium	minimise	Sturdy footwear as per H&S guidelines provided by NZMSC.	Education Staff Teachers Skipper (if boat equipment)

				Induction with overview of these hazards	
Tripping hazards eg hoses, lines, bags	medium	medium	minimise	Induction with overview of these hazards	Education staff Skipper
Strains, sprains to students	low	medium	minimise	Keep wet and slippery areas clear	Education staff Teachers
Falling overboard	low	medium	minimise	Students inducted on how to prevent this by the skipper, or how to act in case it happens.	Education staff Teachers Skipper
Severe vessel rocking	low	medium	minimise	Checking and monitoring weather forecasts, call off the trip if needed.	Education staff Teachers Skipper
Adverse weather	medium	medium	minimise	Checking and monitoring weather forecasts, call off the trip if needed.	Education Staff Skipper
Element exposure (sun/cold weather)	medium	medium	minimise	Advise on appropriate clothing, keep out of elements, move to warm or cool as required.	Education staff Teachers