

Safety Awareness at the Royal Albatross Centre 2017

Outdoor Area

- Please **keep to the paths**, and follow your guide closely.
- **No Running** – there are vehicle and people traffic.
- **No Smoking** – it is a fire hazard.
- **Be Aware** of construction zones.
- Please **dress appropriately** to the conditions – (Waterproof jackets etc).
- **Suitable footwear** is required – (no jandals).
- **Stay clear of wildlife** e.g seals

Albatross Viewing

- Please **keep noise levels low** – loud noises will disturb the birds.
- Please **take care with specimen jars and albatross models**.
- Taking **photographs/videos** are fine, but **No Flash**.

Underground Fort

- Please **keep noise levels down** – the tunnels echo.
- Beware of **steep steps** leading down to the gun pit.
- Not all displays are for **touching**, please ask your guide.

Fire

- If the **Fire Alarm** sounds during your visit, please listen to the instructions that your guide will give you.
- The Car park is the main assembly point.



Hazard Register

Location: Royal Albatross Centre/Taiaroa Head – Education/School Groups

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Action
		Yes	No					
Emergency evacuation	Risk of significant injury or death in an emergency situation	X				X	<ul style="list-style-type: none"> ▪ Staff training with regard to emergency evacuation procedures both from the Reserve and the Centre at Orientation. ▪ Annual updates ▪ Annual mock evacuations to occur and any issues of concern identified and rectified. ▪ Procedures posted in Centre, Fort, Observatory 	<ul style="list-style-type: none"> ▪ Staff/guides to be familiar with emergency procedures.
Personal accident or injury	First aid injuries Medical emergency		X			X	<ul style="list-style-type: none"> ▪ For Medical emergency see Emergency Management area of this manual ▪ Ensure first aid kit is kept within easy access. ▪ First aid kits kept in Reception, Fort, Observatory & Education Cupboard. ▪ Ensure kit is stocked and maintained in accordance with First Aid Regulations. ▪ List of Staff who have current First aid certificates to be kept in OSH folder ▪ List of staff first aid certification and expiry dates. ▪ Management to monitor and ensure qualification are kept current. 	<ul style="list-style-type: none"> ▪ Staff/guides to collect medical forms from student/s that have a health issue or medical condition. ▪ Keep first aid kits close by. ▪ All staff to have current first aid certificates.

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Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls	Action
		Yes	No					
Accident Register	Identify contributing factors to injury		X			X	<ul style="list-style-type: none"> ▪ Accident register to be kept in managers Office an Incident /Accident Report to be filled out for all accidents. ▪ Management to investigate to identify actual or potential contributors and implement any changes required. ▪ Staff to be orientated to procedure for reporting accidents 	<ul style="list-style-type: none"> ▪ Staff/guides to keep record of any incidents and near misses. ▪ Fill out an Incident/Accident Report. ▪ Health and safety to be discussed at monthly staff training sessions.
Other people in the place of work	<p>Risk of injury to staff or customers.</p> <p>Lack of space to perform work</p>		X			X	<ul style="list-style-type: none"> ▪ Restrict access for public to general areas. ▪ Tour Guides to be responsible for no more than 18 students per guide on a tour. ▪ 'Staff Only' areas signed. ▪ Guides and other staff to be trained in safe practices and managing students in groups. ▪ Guides to advise teachers and students of any safety issues with regard to the environment prior to entering the reserve and other areas. 	<ul style="list-style-type: none"> ▪ Keep group together when entering busy areas. ▪ Group ration: 1 guide to 18 school students ▪ 18 schools students & supervising adults. ▪ Required staff to student ratio ▪ Primary – (1 adult – 8 children) ▪ Secondary – (1 adult – 18 children)
Stress and Fatigue	Unable to perform job Staff require sick leave/breaks		X			X	<ul style="list-style-type: none"> ▪ Refer to OSH publication, "Stress and Fatigue" ▪ Staff to have breaks. 	<ul style="list-style-type: none"> ▪ Refer to OSH publication, "Stress and Fatigue"

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Stairs/step in Fort. Elevated viewing platform in Observatory	Slip/trip/fall	X				X	<ul style="list-style-type: none"> ▪ Handrails on Fort steps ▪ Rail around platform in Observatory ▪ Carpet to observatory platform-reduces slip ▪ Guides advise all teachers and students that the steps in Fort are steep. ▪ Lights to be turned on before customers go up/down steps in Fort 	<ul style="list-style-type: none"> ▪ Staff/guides to manage school groups
Pathways	Slip/trip /fall	X				X	<ul style="list-style-type: none"> ▪ Path ways to be kept clear of debris ▪ Surfaces to be inspected regularly and any repairs attended to ▪ Paths water blasted to remove moss, mould, bird droppings which may cause slippery areas. ▪ Inspection and maintenance on Maintenance register 	<ul style="list-style-type: none"> ▪ Staff/guides to manage school groups ▪ Repairs to pathways by maintenance staff or contractors.
High winds	Loss of footing /fall	X		X	X	X	<ul style="list-style-type: none"> ▪ Staff not to go into colony and not on guided tours when wind speed is above 55knots (100km/hr) includes Pilots Beach reserve ▪ Check wind speeds on website- portotago.co.nz 	<ul style="list-style-type: none"> ▪ Check wind speeds on website portotago.co.nz

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Diving birds on pathway during breeding season	Skin break		X			X	<ul style="list-style-type: none"> Keep distance between seagull chicks and adults. Birds will be moved away by staff/customers flapping arms. 	<ul style="list-style-type: none"> Staff awareness to alert customers
Driveway	Motor vehicle versus pedestrian accident. Head injury /fracture/other injury/death	X			X	X	<ul style="list-style-type: none"> Limit access to staff and contractors only Speed limit signage 'Warning – shared access way' signage to alert public of entering building Contractors to deliver and collect as much as possible before centre opens or after closure to reduce person /vehicle shared access 	<ul style="list-style-type: none"> Staff/guides to manage group/s when accessing shared access way. Watch out for on-coming vehicles.
High level noise in Observatory and other areas.	Wildlife disturbance		X			X	<ul style="list-style-type: none"> Guides/staff to keep noise level to a minimum to reduce disturbance on wildlife and albatrosses and other wildlife. Pilot's beach/ blue penguin burrows and nesting boxes being stepped on. 	<ul style="list-style-type: none"> Staff/guides to manage noise level when entering the Nature Reserve. Pilots Beach/blue penguin burrows not to be stepped on, show areas not to have access to.
Student/s running	Trip/fall/slip	X			X		<ul style="list-style-type: none"> Keep the education room and other areas used clear of any objects or materials that could caused an injury. Guides/staff to keep students supervised. 	<ul style="list-style-type: none"> Staff/guides to manage group.
Poor guide/staff supervision	Injury or death	X			X		<ul style="list-style-type: none"> Guides/staff to keep group together Notify areas that aren't safe. 	<ul style="list-style-type: none"> Staff/guide are given training. Training on emergency procedures.

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Pilots Beach/rubbish gathering	Slip/trip/fall/cuts/breaks	X			X		<ul style="list-style-type: none"> ▪ Groups to wear protective gloves. ▪ Suitable footwear for walking on slippery rocks. ▪ Group to stay together. ▪ Suitable clothing for all conditions. (Wet weather gear). ▪ All waste & rubbish to be placed in rubbish bag and disposed off properly. ▪ Watch for sharp objects/nails. 	<ul style="list-style-type: none"> ▪ Prior to booking education groups, inform teachers of suitable clothing and footwear.
Pilots beach top gate	Heavy gate versus strong winds	X				X	<ul style="list-style-type: none"> • Management/Health and safety officer to show best practise on how to safely open and close gate. 	<ul style="list-style-type: none"> ▪ Keep gate opened throughout the day. ▪ Staff/guides to take caution when opening gate if there is strong winds.
Cliff face/ platform	Slip/trip/fall	X				X	<ul style="list-style-type: none"> ▪ Keep group together, no running. ▪ Watch out for ice during winter ▪ Be respectful of other users/pedestrians. ▪ Suitable footwear. 	<ul style="list-style-type: none"> ▪ Staff/guides to manage groups. ▪ Advise groups prior of appropriate clothing and footwear.
Public road/access	Motor vehicle versus pedestrian accident.	X			X		<ul style="list-style-type: none"> ▪ Limit access to staff and contractors only (centre access) ▪ Speed limit signage ▪ 'Warning – shared access way' signage to alert public of entering building. ▪ Guides/staff to keep group together, look both ways for on-coming vehicles. 	<ul style="list-style-type: none"> ▪ Staff/guides to manage group/s when moving through busy public areas.

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Student-specific ailments.	Spread of disease. Bodily harm	X				X	<ul style="list-style-type: none"> ▪ School teachers are to disclose any medical ailments of individual students prior to the Royal Albatross Centre visit. ▪ School teachers are to be solely responsible for students and their medical needs during their visit. 	<ul style="list-style-type: none"> ▪ School teachers are to administer medication based on students' individual medical ailments. In an emergency, notify staff/guide and centre managers, who will ensure that emergency services are contacted.
Fire, earthquake, etc.	Multiple, injuries	X				X	<ul style="list-style-type: none"> • All staff/guides are to lead groups out of the centre in a safe manner. • In the event of an alarm. Staff/guides to provide emergency evacuation assistance to all education groups. 	<ul style="list-style-type: none"> ▪ Staff/guides are responsible for all education groups, they are to assist with the evacuation procedures in the event of a fire, earthquake etc. Refer to Emergency procedure manual.
Inappropriate clothing	Hypothermia, hyperthermia/ heat exhaustion.		X			X	<ul style="list-style-type: none"> • School groups are to be informed to have and wear the appropriate clothing. • Check weather forecast and conditions prior to group arrival. 	<ul style="list-style-type: none"> ▪ First aid kit at albatross centre if necessary. ▪ Water bottles and sun screen during warm/hot weather conditions. ▪ Flask of hot water or chocolate drink during cold days. ▪ Spare clothing and waterproof gear.

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High level noise/ Wildlife disturbance.	Wildlife disturbance.		X			X	<ul style="list-style-type: none"> Guides/staff to keep noise level to a minimum to reduce disturbance on wildlife. Watch out for penguin burrow – it could collapse if stepped on. Do not poke anything into burrows or penguin boxes. 	<ul style="list-style-type: none"> Staff/Guides/teachers to manage group/s Parents and teachers to assist with monitoring group . Staff to inform student/teachers of penguin burrows. Maintain a safe distance from seals.
Planting/ digging/ weeding	Cuts.		X			X	<ul style="list-style-type: none"> Students planting, digging or weeding to wear gloves to protect their hands. 	<ul style="list-style-type: none"> Teachers/ parents to supply gloves for hand protection. First aid kit to be carried by staff. Ensure supervision.
Bee stings, spider bites	Allergic reactions	X	X		X		<ul style="list-style-type: none"> Staff/guides/teachers should be aware of students/teachers that may be allergic to bees or carry an EpiPen. 	<ul style="list-style-type: none"> Teachers/ parents to supply gloves for hand protection. First aid kit to be carried by staff. Ensure supervision. Call 1-111 for emergency services in the event of allergic reaction. Staff/guides to isolate areas of potential hazardous areas.

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