

# *Safety Awareness at the Royal Albatross Centre 2018*

## 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

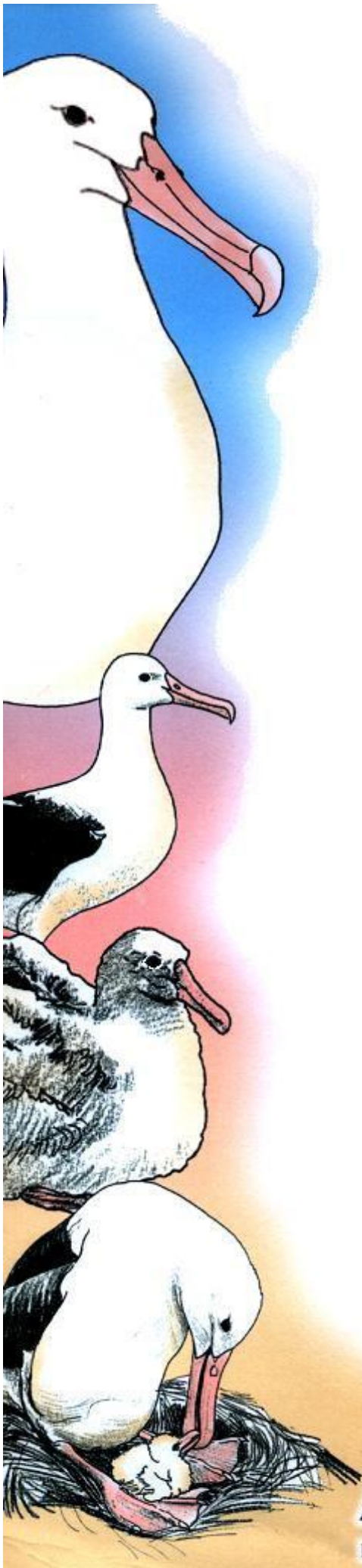
- Please **keep noise levels low** – loud noises will disturb the birds.
- Please **take care with specimen jars and albatross models**.
- Taking **photographs/videos** are fine, but **No Flash**.

## 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"> <li>▪ Staff training with regard to emergency evacuation procedures both from the Reserve and the Centre at Orientation.</li> <li>▪ Annual updates</li> <li>▪ Annual mock evacuations to occur and any issues of concern identified and rectified.</li> <li>▪ Procedures posted in Centre, Fort, Observatory</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff/guides to be familiar with emergency procedures.</li> <li>▪ Staff/guides will direct students/teachers/visitors to the evacuation points and safely to the car park where safe to do so.</li> <li>▪ Contact Emergency services</li> <li>▪ Provide First Aid if necessary.</li> </ul>
Personal accident or injury	First aid injuries Medical emergency		X			X	<ul style="list-style-type: none"> <li>▪ For Medical emergency see Emergency Management area of this manual</li> <li>▪ Ensure first aid kit is kept within easy access.</li> <li>▪ First aid kits kept in Reception, Fort, Observatory &amp; Education Cupboard.</li> <li>▪ Ensure kit is stocked and maintained in accordance with <b>First Aid Regulations</b>.</li> <li>▪ List of Staff who have current First aid certificates to be kept in OSH folder</li> <li>▪ List of staff first aid certification and expiry dates.</li> <li>▪ Management to monitor and ensure qualification are kept current.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff/guides to collect medical forms from student/s that have a health issue or medical condition.</li> <li>▪ Keep first aid kits close by.</li> <li>▪ All staff to have current first aid certificates.</li> </ul>

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Accident Register	Identify contributing factors to injury		X			X	<ul style="list-style-type: none"> <li>▪ <b>Accident register</b> to be kept in managers Office an Incident /Accident Report to be filled out for all accidents.</li> <li>▪ Management to investigate to identify actual or potential contributors and implement any changes required.</li> <li>▪ Staff to be orientated to procedure for reporting accidents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff/guides to keep record of any incidents and near misses.</li> <li>▪ Fill out an Incident/Accident Report.</li> <li>▪ Health and safety to be discussed at monthly staff training sessions.</li> </ul>
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"> <li>▪ Restrict access for public to general areas.</li> <li>▪ Tour Guides to be responsible for no more than 18 students per guide on a tour.</li> <li>▪ 'Staff Only' areas signed.</li> <li>▪ Guides and other staff to be trained in safe practices and managing students in groups.</li> <li>▪ Guides to advise teachers and students of any safety issues with regard to the environment prior to entering the reserve and other areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep group together when entering busy areas.</li> <li>▪ Group ration: 1 guide to 18 school students</li> <li>▪ 18 schools students &amp; supervising adults.</li> <li>▪ Required staff to student ratio</li> <li>▪ Primary – (1 adult – 8 children)</li> <li>▪ Secondary – (1 adult – 18 children)</li> </ul>
Stress and Fatigue	Unable to perform job Staff require sick leave/breaks		X			X	<ul style="list-style-type: none"> <li>▪ Refer to <b>WorkSafe</b>, "Stress and Fatigue"</li> <li>▪ Staff to have breaks.</li> <li>▪ Staff to inform management if feeling ill, stressed or fatigued.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to WorkSafe -Stress and Fatigue"</li> </ul>

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

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		Yes	No					
Diving birds on pathway during breeding season	Skin break		X			X	<ul style="list-style-type: none"> <li>Keep distance between seagull chicks and adults.</li> <li>Birds will be moved away by staff/customers flapping arms.</li> </ul>	<ul style="list-style-type: none"> <li>Staff awareness to alert students and all visitors.</li> </ul>
Driveway	Motor vehicle versus pedestrian accident. Head injury /fracture/other injury/death	X			X	X	<ul style="list-style-type: none"> <li>Limit access to staff and contractors only</li> <li>Speed limit signage</li> <li>'Warning – shared access way' signage to alert public of entering building</li> <li>Contractors to deliver and collect as much as possible before centre opens or after closure to reduce person /vehicle shared access</li> </ul>	<ul style="list-style-type: none"> <li>Staff/guides to manage group/s when accessing shared access way.</li> <li>Watch out for on-coming vehicles.</li> </ul>
High level noise in Observatory and other areas.	Wildlife disturbance		X			X	<ul style="list-style-type: none"> <li>Guides/staff to keep noise level to a minimum to reduce disturbance on wildlife and albatrosses and other wildlife.</li> <li>Pilot's beach/ blue penguin burrows and nesting boxes being stepped on.</li> </ul>	<ul style="list-style-type: none"> <li>Staff/guides to manage noise level when entering the Nature Reserve.</li> <li>Pilots Beach/blue penguin burrows not to be stepped on, show areas not to have access to.</li> <li>Guides reserve the right to cancel tour if students and visitors are being noisy and are not listening to instructions.</li> </ul>
Student/s running	Trip/fall/slip	X			X		<ul style="list-style-type: none"> <li>Keep the education room and other areas used clear of any objects or materials that could caused an injury.</li> <li>Guides/staff to keep students supervised.</li> </ul>	<ul style="list-style-type: none"> <li>Staff/guides to manage group.</li> <li>Teachers/parents and helpers to ensure students are not running.</li> </ul>

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Poor guide/staff supervision	Injury or death	X			X		<ul style="list-style-type: none"> <li>Guides/staff to keep group together</li> <li>Notify areas that aren't safe.</li> </ul>	<ul style="list-style-type: none"> <li>Staff/guide are given training.</li> <li>Training on emergency procedures.</li> </ul>
<b>Hazards Identified</b>	<b>Potential Harm</b>	<b>Significant Hazard</b> Yes No		<b>E</b>	<b>I</b>	<b>M</b>	<b>Hazard Controls</b>	<b>Action</b>
Pilots Beach/rubbish gathering	Slip/trip/fall/cuts/breaks	X			X		<ul style="list-style-type: none"> <li>Groups to wear protective gloves.</li> <li>Suitable footwear for walking on slippery rocks.</li> <li>Group to stay together.</li> <li>Suitable clothing for all conditions. (Wet weather gear).</li> <li>All waste &amp; rubbish to be placed in rubbish bag and disposed off properly.</li> <li>Watch for sharp objects/nails.</li> </ul>	<ul style="list-style-type: none"> <li>Prior to booking education groups, inform teachers of suitable clothing and footwear.</li> </ul>
Pilots beach top gate	Heavy gate versus strong winds	X				X	<ul style="list-style-type: none"> <li>Management/Health and safety officer to show best practise on how to safely open and close gate.</li> </ul>	<ul style="list-style-type: none"> <li>Keep gate opened throughout the day.</li> <li>Staff/guides to take caution when opening gate if there is strong winds.</li> </ul>
Cliff face/ platform	Slip/trip/fall	X				X	<ul style="list-style-type: none"> <li>Keep group together, no running.</li> <li>Watch out for ice during winter</li> <li>Be respectful of other users/pedestrians.</li> <li>Suitable footwear.</li> </ul>	<ul style="list-style-type: none"> <li>Staff/guides to manage groups.</li> <li>Advise groups prior of appropriate clothing and footwear.</li> </ul>

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Public road/access	Motor vehicle versus pedestrian accident.	X			X		<ul style="list-style-type: none"> <li>▪ Limit access to staff and contractors only (centre access)</li> <li>▪ Speed limit signage</li> <li>▪ <b>'Warning – shared access way'</b> signage to alert public of entering building.</li> <li>▪ Guides/staff to keep group together, look both ways for on-coming vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff/guides to manage group/s when moving through busy public areas.</li> <li>▪ Staff to wear high visibility jackets in areas of high traffic and limited pedestrian pathway/footpaths</li> </ul>
<b>Hazards Identified</b>	<b>Potential Harm</b>	<b>Significant Hazard</b> Yes No		<b>E</b>	<b>I</b>	<b>M</b>	<b>Hazard Controls</b>	<b>Action</b>
Student-specific ailments.	Spread of disease.  Bodily harm	X				X	<ul style="list-style-type: none"> <li>▪ School teachers are to disclose any medical ailments of individual students prior to the Royal Albatross Centre visit.</li> <li>▪ School teachers are to be solely responsible for students and their medical needs during their visit.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
Fire, earthquake, etc.	Multiple, injuries	X				X	<ul style="list-style-type: none"> <li>• All staff/guides are to lead groups out of the centre in a safe manner.</li> <li>• In the event of an alarm. Staff/guides to provide emergency evacuation assistance to all education groups.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>

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Vulnerable Children	Child at risk	X		X			<ul style="list-style-type: none"> <li>All employees are to ensure the protection of children at risk of abuse or neglect</li> </ul>	<ul style="list-style-type: none"> <li>All employees at the Royal Albatross Centre and education guides are aware and adhere to the Vulnerable Children's act to ensure the safety of all students and children.</li> <li>Mandatory safety checks under the Vulnerable Children's Act 2014 are implemented</li> </ul>
Inappropriate clothing	Hypothermia, hyperthermia/ heat exhaustion.		X			X	<ul style="list-style-type: none"> <li>School groups are to be informed to have and wear the appropriate clothing.</li> <li>Check weather forecast and conditions prior to group arrival.</li> </ul>	<ul style="list-style-type: none"> <li>First aid kit at albatross centre if necessary.</li> <li>Water bottles and sun screen during warm/hot weather conditions.</li> <li>Flask of hot water or chocolate drink during cold days.</li> <li>Spare clothing and waterproof gear.</li> </ul>
<b>Hazards Identified</b>	<b>Potential Harm</b>	<b>Significant Hazard</b> Yes No		<b>E</b>	<b>I</b>	<b>M</b>	<b>Hazard Controls</b>	<b>Action</b>
High level noise/ Wildlife disturbance.	Wildlife disturbance.		X			X	<ul style="list-style-type: none"> <li>Guides/staff to keep noise level to a minimum to reduce disturbance on wildlife.</li> <li>Watch out for penguin burrow – it could collapse if stepped on.</li> <li>Do not poke anything into burrows or penguin boxes.</li> </ul>	<ul style="list-style-type: none"> <li>Staff/Guides/teachers to manage group/s</li> <li>Parents and teachers to assist with monitoring group.</li> <li>Staff to inform student/teachers of penguin burrows.</li> <li>Maintain a safe distance from seals.</li> </ul>
Planting/ digging/	Cuts.		X			X	<ul style="list-style-type: none"> <li>Students planting, digging or weeding to</li> </ul>	<ul style="list-style-type: none"> <li>Teachers/ parents to supply gloves for</li> </ul>

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weeding							wear gloves to protect their hands.	hand protection. <ul style="list-style-type: none"> <li>▪ First aid kit to be carried by staff.</li> <li>▪ Ensure supervision.</li> </ul>
Bee stings, spider bites	Allergic reactions	X	X		X		<ul style="list-style-type: none"> <li>• Staff/guides/teachers should be aware of students/teachers that may be allergic to bees or carry an EpiPen.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teachers/ parents to supply gloves for hand protection.</li> <li>▪ First aid kit to be carried by staff.</li> <li>▪ Ensure supervision.</li> <li>▪ Call 1-111 for emergency services in the event of allergic reaction.</li> <li>▪ Staff/guides to isolate areas of potential hazardous areas.</li> </ul>

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