



Royal Albatross Centre EDUCATION

Health & Safety Policy and Risk Management Procedures

UPDATED: 21 FEBRUARY 2019

Royal Albatross Centre
1260 Harington Point Road,
Dunedin, New Zealand



Royal Albatross Centre

Safety Awareness at the Royal Albatross Centre

The Royal Albatross Centre is committed to maintaining a safe and healthy working environment for the safety and health of our employees, visitors and other persons in the workplace in accordance with the Health and Safety at Work Act 2015.

Outdoor Area:

- Please keep to the paths and follow your guide closely
- No Running – there are vehicle and people traffic.
- No Smoking – Pukekura (Tairaroa Head) is a smoke free wildlife reserve.
- Please dress appropriately to the conditions (waterproof jackets, gloves etc)
- Suitable footwear is required (no jandals).
- Give Wildlife Room – 10 metres

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 Fortifications:

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

Fire / Evacuation:

- In the Event of an emergency or Fire Alarm sounding, please follow the directions of your guide. The Evacuation Meeting/ Assembly Point is the Car Park.

Phone: (03) 478 0499

Email: education@albatross.org.nz

Web: www.school.albatross.org.nz

Hazards Identified	Potential Harm	Significant Hazard		E	M	Hazard Controls	Action
		Yes	No				
Emergency Evacuation	<i>Risk of significant injury or death in an emergency situation</i>	Yes			X	<ul style="list-style-type: none"> ➤ Staff training on emergency evacuation procedures both from the Nature Reserve and Centre. ➤ Annual Updates ➤ Annual Mock evacuations to occur and any issues of concerns identified and rectified. ➤ Procedures posted in Centre, Fort and Observatory. 	<ul style="list-style-type: none"> ➤ Staff inducted and familiar with emergency procedures. ➤ Staff will direct students, adult and other persons to the Emergency Evacuation Assembly Point "Car Park", where safe to do so. ➤ Emergency Services Contacted ➤ Provide First Aid if necessary. ➤ Carry the Centre's Defibrillator where able to obtain.
Personal accident or injury	<i>First Aid Injuries Medical Emergency</i>	No			X	<ul style="list-style-type: none"> ➤ Ensure First Aid Kit is kept within easy access (take Education First Aid Jacket). ➤ First Aid Kits are located in the centre, Observatory and Fort Tairaroa. ➤ List of current First Aid Trained staff. ➤ Management to monitor and ensure qualifications are kept current. 	<ul style="list-style-type: none"> ➤ Staff to collect medical forms from student/s that have a health issue or medical condition ➤ Keep First Aid Kit close by ➤ All staff to be First Aid Trained.
Student-specific ailments	<i>Spread of disease. Bodily Harm</i>	YES			X	<ul style="list-style-type: none"> ➤ School teachers are to disclose any medical ailments of the individual student/s prior to the visit to the Royal Albatross Centre. ➤ School teachers are to be solely responsible for students and their medical needs during their visit. 	<ul style="list-style-type: none"> ➤ School teachers or parent helper are to administer medication based on the students "individual medical ailment". In the unlikely event of an emergency, notify staff and centre manager, who will ensure that emergency services are contacted.

Accident Register	Identify contributing factors to injury	No		X	<ul style="list-style-type: none"> ➤ Accident Register to be kept in a secured drive ➤ Management to investigate, identify actual or potential contributors and implement any changes required. ➤ Staff to be orientated to procedures for reporting accidents. 	<ul style="list-style-type: none"> ➤ Keep groups together when entering busy areas. ➤ Group ratio: 1 guide to 18 students & supervising adults ➤ Required staff to student ratio. ➤ Primary Schools (1 adult – 8 children) ➤ Secondary Schools (1 adult – 18 children).
Vulnerable Children	Child at risk	YES		X	<ul style="list-style-type: none"> ➤ All staff/ employees are to ensure the protection of children at risk of abuse or neglect 	<ul style="list-style-type: none"> ➤ All staff / Employees at the Royal Albatross Centre and Education are aware and adhere to the Vulnerable Children’s Act to ensure the safety of all students and children. ➤ Mandatory Safety checks under the Vulnerable Children’s Act 2014 are implemented.
Fire, Earthquake, Tsunami	Multiple, injuries	YES		X	<ul style="list-style-type: none"> ➤ All staff are to lead groups out of the centre in a calm safe manner. ➤ In the event of an alarm, staff to provide emergency evacuation assistance to all education groups and persons on the premises 	<ul style="list-style-type: none"> ➤ Staff 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 Procedures in the Health & Safety Manual.
Stairs/steps in Fortifications Elevated viewing Platform in Richdale Observatory	Slip/ Trip/ Fall	YES		X	<ul style="list-style-type: none"> ➤ Use handrails where available on the steep stairs in the Fortifications. ➤ Rail around platform in Observatory. ➤ Carpet to Observatory platform-reduces slip ➤ Staff advise all teachers & students that the steep stairs in the Fortifications are steep. ➤ Lights to be turned on before entering the Fortifications. In the event the power goes out, there is a Torch in the Observation Post and in 	<ul style="list-style-type: none"> ➤ Staff to manage school groups. ➤ Staff to run a Health & Safety Briefing before beginning the programme/tour.

					<i>the draw/table in the Fort Museum or use cellphone where possible.</i>	
Pathways/ Fences	<i>Slip/ Trip/ Fall</i>	YES		X	<ul style="list-style-type: none"> ➤ <i>Pathways to be maintained, cleared of debris, seagull guano and ice (Winter season).</i> ➤ <i>Path ways to be water blasted where moss or seagull guano build up is.</i> ➤ <i>Some parts of the fence may have split and sharp objects may be protruding.</i> 	<ul style="list-style-type: none"> ➤ <i>Staff to manage school groups.</i> ➤ <i>Maintenance staff or management to be informed of repairs.</i>
High Winds	<i>Loss of footing, loose flying debris</i>	YES			<ul style="list-style-type: none"> ➤ <i>Programme/ tours will be cancelled if wind speeds exceed at a consistent level of 55 knots + (100kmphs).</i> ➤ <i>Wind speeds can be checked on the Port Otago Website – www.portotago.co.nz</i> 	<ul style="list-style-type: none"> ➤ <i>Check wind speeds on website or ask management or reception staff for an update.</i>
Cliff Face Viewing Area	<i>Slip/ Trip / Fall</i>	YES		X	<ul style="list-style-type: none"> ➤ <i>Keep group together, no running.</i> ➤ <i>Watch out for ice, slippery pathways.</i> ➤ <i>Be respectful to other users/visitors as it is a public area.</i> ➤ <i>Wear suitable footwear.</i> 	<ul style="list-style-type: none"> ➤ <i>Staff to manage groups.</i> ➤ <i>Advise group prior of appropriate clothing and footwear.</i>

Pilots Beach (Top Entrance Gate)	<i>Heavy gate vs strong wind/ fracture, abrasion's, scratches</i>	YES		X	<ul style="list-style-type: none"> ➤ <i>Management/ delegated trainer to show best practice of opening/ closing gate.</i> ➤ 	<ul style="list-style-type: none"> ➤ <i>Staff to take caution when opening/closing the gate during strong winds.</i> ➤ <i>Let go of gate if it is too hard to hold/ open/close.</i>
Student/s running	<i>Slip/ Trip/ Fall</i>	YES		X	<ul style="list-style-type: none"> ➤ <i>Keep the Education Room and other areas being used clear of any objects or materials that could cause harm.</i> ➤ <i>Staff to keep students supervised and have the assistance of adults.</i> 	<ul style="list-style-type: none"> ➤ <i>Staff to brief students no running.</i> ➤ <i>Teachers/ parents and helpers to ensure students are being supervised.</i>
High Level Noise	<i>Wildlife Disturbance</i>	YES		X	<ul style="list-style-type: none"> ➤ <i>Staff to keep noise levels to a minimum to reduce disturbance on wildlife and Albatross.</i> ➤ <i>Pilots Beach / Blue Penguin burrows/nest boxes being stepped on.</i> 	<ul style="list-style-type: none"> ➤ <i>Staff to manage noise levels, briefing prior to the programme/ tour.</i> ➤ <i>Point out areas where Penguin burrows/ nest boxes are so students/adults don't trip.</i> ➤ <i>Staff reserve the right to cancel the programme/viewing if students/adults are not keeping noise level to a minimum and not obeying the staff/s direction.</i>
Drive way/ Car Park <i>Motor vehicle vs Pedestrian accident.</i>	<i>Head injury, fracture, other injury/ death</i>	YES		X	<ul style="list-style-type: none"> ➤ <i>Limited access to staff and contractors only.</i> ➤ <i>Speed Limit signage.</i> ➤ <i>Warning – Shared Access Only signage at the front of the centre entrance.</i> ➤ <i>Contractors to arrive prior to centre opening hours where possible.</i> 	<ul style="list-style-type: none"> ➤ <i>Staff to manage groups</i> ➤ <i>Watch out for oncoming vehicles.</i> ➤ <i>Staff as a tight group.</i> ➤ <i>During Penguin tour at dusk, turn off lights if Sooty Shearwaters are crashing onto the platform.</i>

Diving birds on pathways during breeding season	Skin break	NO		X	<ul style="list-style-type: none"> ➤ Keep distance between seagull adults and their chick. ➤ Birds will be moved away by staff flapping arms. 	<ul style="list-style-type: none"> ➤ Staff awareness to alert students/adults.
Pilots Beach rubbish gathering	Loose rocks, debris. Slipt / Trip / Fall / breaks	YES		X	<ul style="list-style-type: none"> ➤ Groups to wear protective gloves. ➤ Suitable footwear for walking on slippery rocks/ un-even terrain. ➤ All waste & rubbish to be placed in Rubbish bags and disposed of properly. ➤ Watch for sharp objects 	<ul style="list-style-type: none"> ➤ Prior to booking/ school visits. Advise teachers students must have/wear the appropriate footwear/ clothing. ➤ Briefing prior to commencing the rubbish pick up of hazardous items "sharp objects, oils, etc".
Poor Staff Supervision	Injury or death	YES		X	<ul style="list-style-type: none"> ➤ Staff to keep groups together. ➤ Notify areas that aren't safe 	<ul style="list-style-type: none"> ➤ Staff to be given training ➤ Training on emergency procedures. ➤ Health & Safety Briefing prior to the programme/tour.
Stress & Fatigue	Unable to perform job, Staff require sick leave/ breaks	NO		X	<ul style="list-style-type: none"> ➤ Refer to WorkSafe, "Stress and Fatigue" ➤ Staff to have regular breaks ➤ Staff to inform management or duty supervisor if feeling ill, stressed or fatigued. 	<ul style="list-style-type: none"> ➤ Refer to WorkSafe – Stress and Fatigue.

Bee stings, spider bites / dietary needs	Allergic Reactions	YES	X		<ul style="list-style-type: none"> ➤ Staff/ Teachers/ Adult helpers should be aware of students/other persons that may be allergic to bees. ➤ Teachers to inform staff of students/adults that may have food allergies or specific dietary requirements. 	<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 an allergic reaction. ➤ Staff to isolate areas known for potential hazardous areas.
Planting/ Digging / Weeding	Cuts, allergic reaction	YES		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"> ➤ First Aid Kit to be carried by staff ➤ Ensure supervision. ➤ Teachers/ parents to supply gloves (Education stores some gloves).
Inappropriate clothing	Hypothermia/ Hyperthermia/ Heat exhaustion	NO		X	<ul style="list-style-type: none"> ➤ School groups are to be informed to have & wear the appropriate clothing. ➤ Check Weather forecast and conditions prior to group arrival 	<ul style="list-style-type: none"> ➤ First Aid Kit available in the Education Room, Centre, Observatory and Fortifications where needed. ➤ Water Bottles and Sun Screen during warm/hot weather conditions. ➤ Spare clothing and waterproof gear. ➤ Flask of hot water or chocolate drink during cold days.