

Royal Albatross Centre Education



Royal Albatross Centre EDUCATION

Health & Safety Policy and Risk Management Procedures

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



Royal Albatross Centre Education

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.

Please follow all instructions given by educators/ staff and follow their direction.

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, do not touch or approach wildlife – give more than 10 metres

Albatross and Wildlife Viewing:

- Please keep noise levels low – loud noises will disturb the birds, we do reserve the right to ask those not keeping quiet to leave the viewing area.
- Please take care with specimen jars and Albatross models.
- Taking Photographs/videos are fine, but **No Flash**.
- No Running up/down the pathway on the headland.
- Please no running or chasing seabirds, including red-billed gulls that nest in the area (no feeding the seabirds please)

Underground Fortifications:

- Please keep noise levels low – the tunnels echo.
- Stay with your guide at all times
- Beware of steep steps leading down to the gun pit

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- Not all displays are for touching, please ask your guide

Fire / Emergency 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. Follow the emergency exits located in the building
- In the event of an Earthquake – DROP, COVER and HOLD.

Disability Access:

- Please inform us if there is any student with limited mobility prior to visiting
- Taiaroa Head isn't wheelchair accessible to the observatory and Fort Taiaroa – we do have a mobility cart that can be used with prior arrangements.

Phone: (03) 478 0499

Email: education@albatross.org.nz Web:

www.albatross.org.nz/education

Action or Activity	Identified Hazard & Associated Risk	Severity	Likelihood	Risk	Safety Measures Taken/ Plan	PCBU responsible
Emergency evacuation Fire, Earthquake, Tsunami	Risk of significant injury or death in an emergency	Major	Rare	Low	<p>Staff training on emergency evacuation procedures both from the Nature Reserve and Centre. Annual Updates</p> <p>Annual Mock evacuations to occur and any issues of concerns identified and rectified.</p> <p>Procedures posted in Centre, Fort and Observatory.</p> <p>Follow the directions given by educators and Fire Warden in the event of an evacuation.</p> <p>Fire Extinguishers are checked every year by contractor and are located throughout the centre and headland.</p>	Royal Albatross Centre
Personal accident or incident	First aid injuries Medical emergency	Major	Rare	Low	<p>Ensure First Aid Kit is kept within easy access (take Education First Aid Jacket).</p> <p>First Aid Kits are located in the centre, Observatory and Fort Tairaoa.</p> <p>List of current First Aid Trained staff.</p> <p>Management to monitor and ensure qualifications are kept current.</p>	Royal Albatross Centre
COVID-19 "Coronavirus" Alert Level 3 & 4 (Centre is closed to public) Alert Level 2 Alert Level 1	Severe sickness, death	Major	Rare	Low	<p>Follow all guidelines and advise from Govt and Health officials.</p> <p>All employees, visitors and members of the public should not enter the premises if they show any signs of flu like symptoms.</p> <p>During school visits. Educators must wear face masks during the duration of the programme when still in Alert Level 2.</p> <p>Contact Tracing – COVID-19 tracer QR poster/ app, Ripple App and manual sign in at centre foyer/entrance all must sign in</p> <p>Keep a good level of hygiene - washing hands</p> <p>Managers of the day will verbally check wellness of those at work.</p> <p>Health of staff check by managers each day.</p> <p>Appropriate public COVID-19 signage in place to inform practices.</p> <p>Hand sanitisers available to members of the public.</p> <p>Deep clean centre prior to opening to the public</p>	Royal Albatross Centre
Student-specific ailments	Spread of disease. Bodily Harm	Moderate	Rare	Low	<p>School teachers are to disclose any medical ailments of the individual student/s prior to the visit to the Royal Albatross Centre.</p> <p>School teachers are to be solely responsible for students and their medical needs during their visit.</p> <p>School teachers or parent helper are to administer medication based on the</p> <p>Students "individual medical ailment". In the unlikely event of an emergency, notify staff and centre manager, who will ensure that emergency services are contacted.</p>	Royal Albatross Centre
Accident Register	Identify contributing factors to injury	Minor	Rare	Low	<p>Accident Register to be kept in a secured drive</p> <p>Management to investigate, identify actual or potential contributors and implement any changes required.</p> <p>Staff to be orientated to procedures for reporting accidents.</p> <p>Controls</p> <p>Keep groups together when entering busy areas.</p> <p>Group ratio: 1 guide to 18 students & supervising adults</p> <p>Required staff to student ratio.</p>	Royal Albatross Centre

					<p>Primary Schools (1 adult – 8 children) Secondary Schools (1 adult – 18 children).</p>	
Vulnerable Children	Child at risk	Moderate	Rare	Low	<p>All staff/ employees are to ensure the protection of children at risk of abuse or neglect</p> <p>Controls 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.</p>	Royal Albatross Centre
Student/s running	Slip/ Trip/ Fall	Moderate	Rare	Low	<p>Keep the Education Room and other areas being used clear of any objects or materials that could cause harm. Staff to keep students supervised and have the assistance of adults and teachers Staff to brief students no running. Teachers/ parents and helpers to ensure students are being supervised.</p>	Royal Albatross Centre
High Level Noise	Wildlife Disturbance	Moderate	Rare	Medium	<p>Staff to keep school group noise levels to a minimum to reduce disturbance on wildlife and Albatross. Pliots Beach / Blue Penguin burrows/nest boxes being stepped on. Staff to manage noise levels, briefing prior to the programme/ tour. Point out areas where Penguin burrows/nest boxes are so students/adults don’t trip. 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.</p>	Royal Albatross Centre
Drive way/ Car Park Motor vehicle vs Pedestrian accident.	Head injury, fracture, other injury/ death	Moderate	Rare	Low	<p>Limited access to staff and contractors only. Speed Limit signage. Warning – Shared Access Only signage at the front of the centre entrance. Contractors to arrive prior to centre opening hours where possible. Staff to manage groups Watch out for on-coming vehicles. Stay as a tight group and together During Penguin tour at dusk, turn off lights if Sooty Shearwaters are crashing onto the platform.</p>	Royal Albatross Centre
High/ strong winds	Loss of footing, loose flying debris	Minor	Likely	Low	<p>Programme / tours will be cancelled in the event wind speeds exceed 55knots + (100kmph) if consistent level. Strong winds and gust can create flying debris Wind speeds can be checked on the Port Otago Website – www.portotago.co.nz Educators /Staff will access wind conditions and strength during the programme.</p>	Royal Albatross Centre
Diving birds on pathways during breeding season	Skin break	Minor	Rare	Low	<p>Keep distance between seagull adults and their chick. Birds will be moved away by staff flapping arms.</p> <p>Staff awareness to alert students/ adults.</p>	Royal Albatross Centre

Pilots Beach rubbish gathering	Loose rocks, debris. Slip / Trip / Fall / breaks	Moderate	Rare	Low	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 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".	Royal Albatross Centre
Poor Staff Supervision	Injury or death	Moderate	Rare	Low	Staff to keep groups together. Notify areas that aren't safe Staff to be given training Training on emergency procedures. Health & Safety Briefing prior to the programme/tour.	Royal Albatross Centre
Stress & Fatigue	Unable to perform job, Staff require sick leave/ breaks	Moderate	Rare	Medium	Refer to WorkSafe, "Stress and Fatigue" Staff to have regular breaks Staff to inform management or duty supervisor if feeling ill, stressed, or fatigued. Refer to WorkSafe – Stress and Fatigue.	Royal Albatross Centre
Bee stings, spider bites / dietary needs	Allergic Reactions	Moderate	Rare	Low	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 allergers or specific dietary requirements. 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.	Royal Albatross Centre
Planting/ Digging / Weeding	Cuts, allergic reaction	Moderate	Rare	Low	Students planting, digging, or weeding to wear gloves to protect their hands. First Aid Kit to be carried by staff Ensure supervision. Teachers/ parents to supply gloves (Education stores some gloves).	Royal Albatross Centre
Inappropriate clothing	Hypothermia/ Hyperthermia/ Heat exhaustion	Unlikely	Rare	Low	School groups are to be informed to have & wear the appropriate clothing. Check Weather forecast and conditions prior to group arrival First Aid Kit available in the Education Room, Centre, Observatory and Fortifications where needed. Water Bottles and Sunscreen during warm/hot weather conditions. – Spare clothing and waterproof gear. Flask of hot water or chocolate drink during cold days.	Royal Albatross Centre
Steep stairs in Fortifications Elevated viewing platform in Observatory	Slip, trip, fall	Unlikely	Rare	Low	Educators/ staff to inform students and adults prior to entering the observatory to safely use the stools and platform. No swinging. Fort Taiaroa – steep stairs – not disability/ wheelchair accessible Steep stairs have handrails to assist. Caution required. Adults / teachers to assist students that may require extra assistance. In the event of power outage – follow education's direction and exit the tunnel system/ Fort Taiaroa Torches are located in the tunnel systems	Royal Albatross Centre