

Royal Albatross Centre Education



Royal Albatross Centre EDUCATION

Health & Safety Policy and Risk Management Procedures

UPDATED: 1 February 2021

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 (Taiaroa 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 Annual Mock evacuations to occur and any issues of concerns identified and rectified. Procedures posted in Centre, Fort and Observatory. Follow the directions given by educators and Fire Warden in the event of an evacuation. 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). First Aid Kits are located in the centre, Observatory and Fort Tairaoa. List of current First Aid Trained staff. 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. All employees, visitors and members of the public should not enter the premises if they show any signs of flu like symptoms. During school visits. Educators must wear face masks during the duration of the programme when still in Alert Level 2. Contact Tracing – COVID-19 tracer QR poster/ app, Ripple App and manual sign in at centre foyer/entrance all must sign in Keep a good level of hygiene - washing hands Managers of the day will verbally check wellness of those at work. Health of staff check by managers each day. Appropriate public COVID-19 signage in place to inform practices. Hand sanitisers available to members of the public. 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. School teachers are to be solely responsible for students and their medical needs during their visit. 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.</p> | Royal Albatross Centre |
| Accident Register | Identify contributing factors to injury | Minor | Rare | Low | <p>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.</p> <p>Controls Keep groups together when entering busy areas. Group ratio: 1 guide to 18 students & supervising adults Required staff to student ratio.</p> | Royal Albatross Centre |

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| | | | | | <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 |

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| 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 Tairaoa – 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 Tairaoa Torches are located in the tunnel systems | Royal Albatross Centre |