

## Risk Assessment Management (RAM) for visiting Pukeahu National War Memorial Park Wellington

### Purpose of this Document

The purpose of this Risk Assessment Management document is to ascertain possible risks of visiting the Pukeahu National War Memorial Park and how to minimise those risks for all our visitors.

### The Purpose of Risk Assessment is to:

- Identify possible risks and hazards
- Incorporate measures that will eliminate, isolate or minimise identified hazards
- Ascertain the action to control and minimise the extent of any injury

### The Purpose of the Health and Safety at Work Act 2015

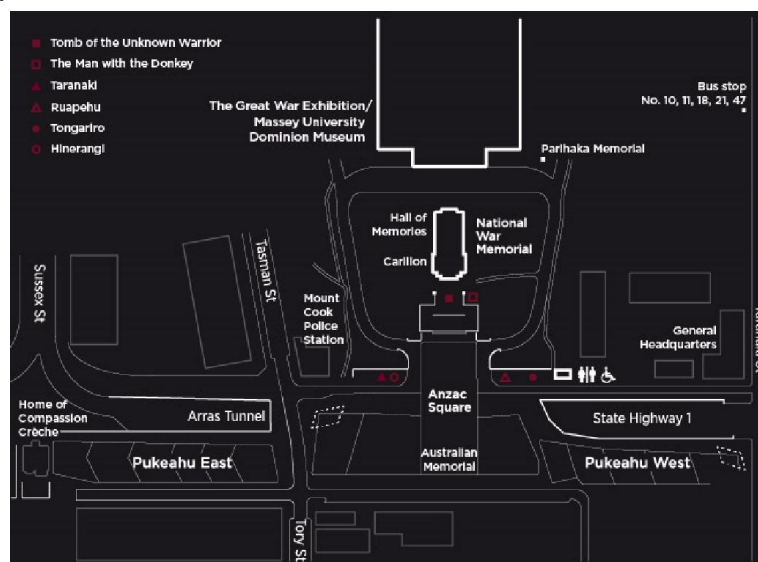
- The main purpose of this Act is to provide for a balanced framework to secure the health and safety of workers and workplaces.
- To give regard to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.

### Pukeahu National War Memorial Park consists of the following:

- The National War Memorial incorporating the Carillon, the Hall of Memories, and the Tomb of the Unknown Warrior
- The Great War Exhibition
- The Park including the Australian Memorial, Nga Tapuwae o Te Kahui Maunga (tangata whenua gardens) and the Queen Elizabeth II Pukeahu Education Centre

|                 |  |
|-----------------|--|
| <b>Venue</b>    | Pukeahu National War Memorial Park   |
| <b>Location</b> | Buckle Street is the “street” deemed through Pukeahu and is one-way<br>Entry for vehicles is via Tory/Tasman Streets only<br>Exit for vehicles is via Taranaki Street only |
| <b>Phone</b>    | 027 255 9857 (Education Team)<br>(04) 385 2496 (General enquiries)   |
| <b>Email</b>    | pukeahu@mch.govt.nz  |
| <b>Website</b>  | www.pukeahu.nz   |

**Please note:** The Pukeahu National War Memorial Park is a shared pedestrian/traffic area and is wheelchair accessible.

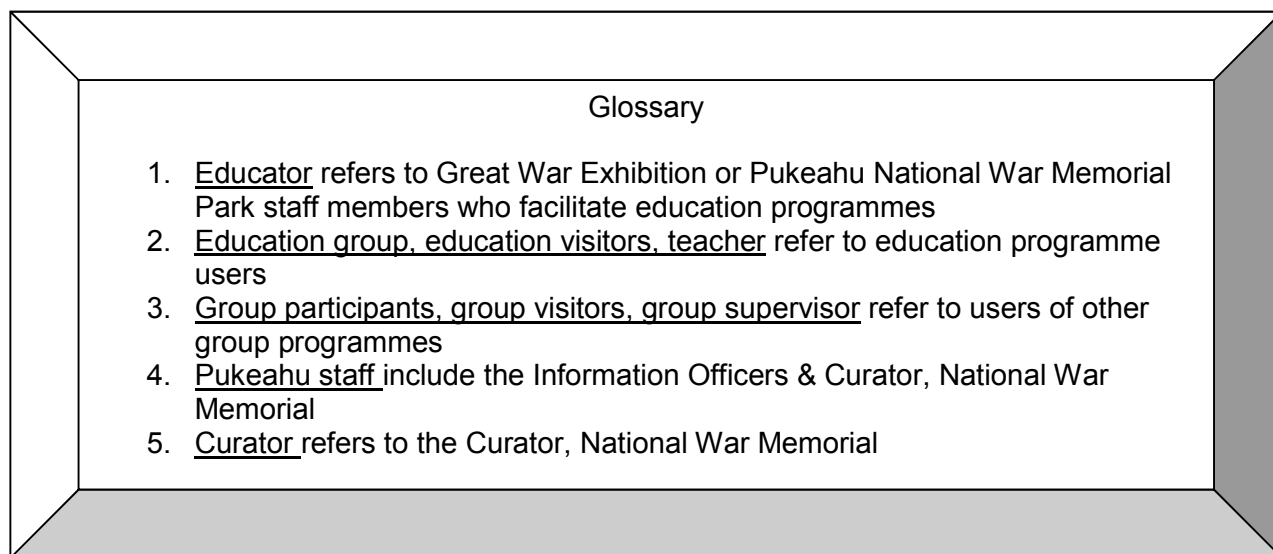


### Recommendations for education visits:

- Education programmes take at least an hour.
- Bookings for education visits are essential.
- Education visits can be arranged in conjunction with the Great War Exhibition. Please visit our website or contact the Education team for more information. [www.pukeahu.nz](http://www.pukeahu.nz)
- For Education visits, standard teacher-student ratios apply
- There is a bus pick-up/drop-off area directly outside the entrance to The Great War Exhibition – however there are no parking areas for buses. There is pay and display parking for vehicles on site
- Pukeahu National War Memorial is wheelchair accessible.
- Further information about programmes is available on our website [www.pukeahu.nz](http://www.pukeahu.nz)

### Recommendations for adult group visits:

- It is free for any group to visit Pukeahu and information officers are available to assist you with your visit. Email [nwm@mch.govt.nz](mailto:nwm@mch.govt.nz)
- There is a bus pick-up/drop-off area directly outside the entrance to The Great War Exhibition – however there are no parking areas for buses. There is pay and display parking on site and parking behind the Australian Memorial.
- The Pukeahu National War Memorial Park is wheelchair accessible.



### Please note:

The information provided above is current as at October 2016. It has been provided to assist group supervisors in their risk management planning for excursions.

Newly identified risks and hazards may be added to this RAM form from time to time or as needed.

# Risk Assessment Form

| Risk or Hazard   | How the risk is eliminated or minimized   | Person(s) responsible:      |
|--|---|-----------------------------|
| <i>Fire, earthquake, natural disaster, evacuation of the building</i>                  | All group/education visitors will be briefed on the appropriate evacuation procedures, assembly points and what will happen in the event of an emergency                              | Pukeahu staff/educator      |
|  | In the event of an emergency staff will give directions   | Pukeahu staff/educator      |
|  | Emergency evacuation plans in place   | Curator                     |
|  | First aid provisions are available on site  | Curator/educator            |
|  | Staff are first aid trained   | Pukeahu staff/educator      |
|  | The classroom teacher will bring a class list and perform a roll call after the evacuation  | Teacher                     |
| <i>A member of the group gets lost or separated from the tour</i>                      | Teacher will advise students to keep close to the class group before the visit and will actively supervise students   | Teacher                     |
|  | The Teacher will bring a class list and perform a roll call before/after the visit  | Teacher                     |
|  | Group/Education visitors will be instructed to report to the Front Desk if they become separated from their group   | Teacher<br>Group Supervisor |
|  | Group supervisor will perform a head count before/after group visit   | Group Supervisor            |
|  | Advise staff if student becomes separated. Security will be contacted if required   | Pukeahu staff/educator      |
| <i>Student needing to leave the group and being unaccompanied</i>                      | Teacher will inform students that if they need to leave the group (e.g. to use the restroom or for any other reason), they must inform an accompanying adult from their group         | Teacher                     |
|  | School staff will be aware of any students leaving the group and know where the students are at all times   | Teacher                     |
|  | Students will be given an opportunity to use the restroom prior to their visit. For this to happen, we recommend that schools arrive 15 minutes before their visit is due to commence | Educator<br>Teacher         |
| <i>There are no stair rails on the National War Memorial steps or into the Hall of</i> | Education groups should be mindful and take care when moving up/down stairs   | Teacher/students            |
|  | Ramps available for wheelchairs into the National War Memorial  | Pukeahu staff               |

| <b>Risk or Hazard</b>  | <b>How the risk is eliminated or minimized</b>   | <b>Person(s) responsible:</b>                   |
|--|--|---|
| <i>Memories/National War Memorial</i>                          |  |   |
| <i>Shared spaces/moving around Pukeahu</i>                     | Visitors made aware of risks in 'shared spaces' of pedestrian/vehicle proximities through verbal warnings                          | Pukeahu staff                                   |
|  | The monitoring of appropriate behaviour  | Teacher/students                                |
| <i>Particularly large groups can be difficult to manage</i>    | Number of education participants is limited to 25 per Educator. Larger groups will be split within the Education Team              | Educator  |
|  | Applicable student-teacher ratios are adhered to   | Teacher   |
|  | Number of adult group participants is reduced to 35. Groups of over 35 persons can be accommodated if bookings are made in advance | Great War Exhibition staff/<br>Group Supervisor |
|  | There is a 50 person maximum capacity for the Queen Elizabeth II Pukeahu Education Centre. Group sizes will be monitored by staff. | Educator  |
| <i>Unknown Warrior display stand sharp edges</i>               | Teachers to be mindful of appropriate behaviour in the National War Memorial   | Teacher/student                                 |
| <i>Sheer drops behind Australian Memorial</i>                  | Students to be supervised when around the Australian Memorial  | Pukeahu staff                                   |
| <i>Health or emergency issue</i>                               | Staff are first aid trained  | Pukeahu staff                                   |
|  | First aid provisions are in place  | Curator   |
|  | A defibrillator is available if required   | Curator   |
| <i>Inclement weather and the need for appropriate clothing</i> | Ensure groups wear suitable clothing (including hot/wet weather conditions)  | Teacher/students                                |