

Risk Assessment Management (RAM) for visiting Pukeahu National War Memorial Park including the Queen Elizabeth II Education Centre Wellington

Purpose of this Document

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

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 Park including all memorials and the Queen Elizabeth II Education Centre

Please note: Pukeahu is a 'shared space' meaning there is both pedestrian and traffic using the area.

Contact Details:

Venue	Pukeahu The National War Memorial including Queen Elizabeth II Education Centre	
Location	"Buckle Street" is the street deemed through Pukeahu and is one-way <ul style="list-style-type: none"> • Entry for vehicles is via Tory/Tasman Streets only • Exit for vehicles is via Taranaki Street only 	
Email	nwm@mch.govt.nz	pukeahu@mch.govt.nz
Phone	(04) 385 2496	0275383378
Website	www.mch.govt.nz/pukeahu	https://mch.govt.nz/pukeahu/education



Queen Elizabeth II Pukeahu Education Centre,
18 Buckle Street (off Tory Street),
Pukeahu National War Memorial Park
PO Box 5364, Wellington 6145

<https://mch.govt.nz/pukeahu/education>

Recommendations for Group Visits

- A minimum of one hour is recommended to explore Pukeahu National War Memorial Park. Two hours is best. Schools are welcome to lay a wreath at the conclusion of their visit however we recommend you allow an additional 15 minutes for this
- Group size is limited to 35 or fewer, although larger groups may be accommodated by prior arrangement
- For school visits, standard adult-to-student ratios apply
- Pukeahu National War Memorial Park is suitable for all ages
- For facilitated or Pukeahu Educator led visits, bookings are required
- There are no charges to access Pukeahu National War Memorial Park
- Pukeahu National War Memorial Park staff including Education Staff will be available at no cost

The following risk assessment and management information is provided to help potential users plan a visit and evaluate the risks when using Pukeahu National War Memorial Park including the Education Centre.

Risks Assessment Form

What are the risks and hazards?	What plan is in place?	Who is responsible for this?
<i>Fire, earthquake, natural disaster</i> <i>Emergency evacuation procedures</i>	All group visits, ceremonial guests and participants are briefed on the appropriate evacuation procedures at the beginning of their visit or ceremony	Pukeahu National War Memorial Park staff will provide a briefing prior to commencement
	Visitors will be assisted at all times when requested to do so	Pukeahu National War Memorial Park staff and Education Centre staff
	Emergency evacuation plans in place	Curator and Educator
	Pukeahu National War Memorial staff undergo regular emergency practice drills	Pukeahu National War Memorial Park staff and Education Centre staff
	First aid provisions, first aiders and emergency wardens are appointed, trained and are current	Pukeahu National War Memorial Park staff and Education Centre staff
	First Aid supplies are located at the National War Memorial and at the Education Centre	Pukeahu National War Memorial Park staff and Education Centre staff
	Pukeahu National War Memorial Park is current with the earthquake requirements of the building code and associated regulations and best practice	Ministry for Culture & Heritage
	Evacuation points in place at rear of building and disabled parking area	Pukeahu National War Memorial Park staff
<i>A member of the tour party gets lost/separated from the tour.</i>	Advise members to go to foyer of NWM if separated from group	Pukeahu National War Memorial Park staff and Education Centre staff
	Adult supervision of students at all times	School/s
	Head count at start/end of school visit	School/s

What are the risks and hazards?	What plan is in place?	Who is responsible for this?
<i>Groups too large to handle</i>	Roll call/head count at start and finish of a group tour	Group leader
	Limit number to a maximum of 35	Pukeahu National War Memorial staff or school tour leader
	Inform enquirers of number restrictions when receiving bookings	School/tour leader to ensure ratios are maintained Pukeahu National War Memorial Park staff are trained in maintaining group control.
	CCTV monitoring	Pukeahu National War Memorial Park staff together with security will monitor
<i>Moving safely within all areas of Pukeahu</i>	Visitors made aware of risks in 'shared spaces' of pedestrian/vehicle proximities through interpretive signage and verbal warnings	Ministry for Culture and Heritage and Pukeahu National War Memorial staff
<i>No stair rails into Hall of Memories</i>	Booked school/group visits – encouraged in advance to wear appropriate shoes and clothing	Pukeahu National War Memorial Park staff
<i>Share spaces – vehicles/pedestrians</i>	The monitoring of appropriate behaviour	School/tour leader/Pukeahu War Memorial Park
<i>Movement up steps into Memorial beware of black mat</i>	CCTV monitoring	Pukeahu National War Memorial Park staff and security
<i>Inclement weather and the need for appropriate clothing</i>	Ramps available for wheelchairs into the National War Memorial	Pukeahu National War Memorial Staff
<i>Electrical leads on floor</i>	Staff available is help is sought to egress internal and external steps	Pukeahu National War Memorial Staff
<i>Unknown Warrior display stand sharp edges</i>	Ensure tour and school groups advised to wear adequate clothing	Schools or tour leader
	Ensure all wiring is taped down or secured in trip guards	Pukeahu National War Memorial Park staff

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<i>Sheer drops behind Australian Memorial</i>	Advise adults accompanying children	Pukeahu National War Memorial Park Staff
<i>Gravel in trees around French Memorial</i>	Gravel can be slippery if removed from gravel bed onto paved areas – Educators and Information Officers to warn visitors	Ministry for Culture & Heritage
<i>Tomb of the Unknown Warrior can be very hot to touch in warm weather</i>	Educators and Information Officers will warn visitors	
<i>Health or emergency issues</i>	Staff are trained and current first-aiders	Curator Pukeahu National War Memorial Park
	Staff are trained in the use of the heart defibrillator	Curator Pukeahu National War Memoria Park
<i>Any restricted areas</i>	Visitors to be informed of all restricted areas	Pukeahu National War Memorial Park
<i>Damage to Pukeahu National War Memorial Park property</i>	Adult supervision of students at all times	Teacher/school to ensure adequate adult to student ratios in place
	All groups are briefed about expected behaviour and the need for care	Pukeahu National War Memorial Park staff to include expected behaviour as part of the tour briefing
<i>Bus Stops/Parks</i>	Located behind the National War Memorial and are set down/drop off and pick up only	Pukeahu National War Memorial Park
	Stopping or setting down in the Pukeahu National War Memorial Park is prohibited	
	Parking is available beside the Education Centre in the eastern end of the Park – parking cards required, ask Educator for these	
	Bus access is via Tory/Tasman Streets	Signage in place

What are the risks and hazards?	What plan is in place?	Who is responsible for this?
	Bus Stop/Parks are also provided on Tory Street opposite Mount Cook School (in both directions). This should be the location used by buses and drivers waiting for the conclusion of the groups visit	Teacher/Bus driver
Induction	Induction courses to held for all staff	Curator, Pukeahu National War Memorial Park

Revision:

Hazards, Risks and instructions may be added to this document as they come to hand or during the periodic scheduled review of twelve months.

Additional information for your visit planning:

Parking areas

There are two pay and display parking areas – to the side and immediately in front of the Old Dominion Museum Building and beside the Education Centre with a parking card obtained from the Education Centre.

Wheelchair access

There are mobility car parks on the downhill/ring road exit to the Taranaki Street side of the National War Memorial. Wheelchair access into the National War Memorial is via two portable ramps. Staff will be available to assist at all times during opening hours.

Wheel chair access to Pukeahu National War Memorial Park is possible from a number of areas.. There are also Mobility Parks on the one-way Pukeahu North Road which is accessible from Martin Square.

Toilet Facilities

There are two public toilets near the Pukeahu exit road to Taranaki Street.