



## General RAMS

All activities provided by MVEC are carefully prepared, however, should you feel uncertain about the safety of any activity, we encourage you to immediately discuss this with us.

PLEASE NOTE: A CLASS LIST, with school contact details in case of an emergency are to be forwarded or supplied on the day of the visit  
**ADULTS ACCOMPANIED BY PRE-SCHOOL STUDENTS CANNOT BE COUNTED AS ADDITIONAL HELPERS**

1. Please inform staff of any students in wheelchairs, on crutches or whom have medical or behavioural conditions prior to or on arrival at Shantytown.
2. Any students with asthma should carry their own inhaler at all times. Students who suffer from severe reactions should have an adult in the group with their medication eg Epi-pen.
3. If a student becomes unwell the visiting teacher will instigate procedures as required by the visiting school's policy, in conjunction with MVEC staff.
4. Full first aid kits are situated at the MVEC Office and at the Main Office, as well as at the train station, in train carriage and at the gold claim.
5. All injuries must be reported to a MVEC staff member immediately.
6. In the case of injury, trained first aiders in consultation with the class teacher will assess the situation. If hospital treatment is considered advisable an ambulance will be called or transport to hospital organised.
7. Many of MVEC's programmes are not suitable for pre-school children. Should a pre-school child accompany the visiting class the parent or guardian cannot be counted in the ratio and cannot be given responsibility of a specific group of students.
8. Groups working independently in various locations on site will still require close supervision by accompanying adults.
9. The overall behaviour of the class is the responsibility of the class teacher throughout the visit. A teacher or responsible adult from the visiting school must be with the group at all times even when the session is being led by MVEC or Shantytown staff.
10. Safety and behaviour of the class are the visiting teacher's responsibility during morning tea and lunch breaks and on the completion of the day's programme. Boundaries and guidelines for these periods will be outlined to the class prior to 'hand over' to the class room teacher. Victorian playground equipment and games are available for the children to use under supervision.
11. This hazard register is a live document, with hazard identification and risk management ongoing. This register is constantly being updated as required and reviewed by MVEC staff after any incident, accident or near miss, and at yearly monitoring reviews.

31/01/2017

# MARSDEN VALLEY EDUCATION CENTRE

Based in Shantytown.

Supported by the Ministry of Education



ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
General Township  Animals	Bites/pecks/scratches Allergic reactions	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Expectations and standards given Students warned not to approach animals - Mr Seddon – town cat will scratch - Chooks- will chase & peck if harassed - Wekas – will steal food & ice-cream cones & peck - Horse- if horse on site separate & specific safety briefing	All supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures
Natural Hazards	Bee stings, allergic reactions, sunburn, sunstroke, windfall, electrical storms	MVEC staff and visiting teachers awareness of weather forecast. During summer classes to bring school hats & sun block. Staff to have been informed of any students at risk.	MVEC staff, Visiting teacher	
Visitors/Tourists	Inappropriate behaviour -while students are in bathrooms or secluded areas  -while being photographed e.g. hugging	Toileting protocol at visiting teacher's discretion. MVEC guidelines are for young children escorted by an adult /middle school to travel to the toilets in pairs, older students to just inform classroom teacher. BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL regarding potential tourist 'situations' (Direct adult supervision, physical boundaries, MVEC signage and rope barrier)	MVEC educators, classroom teacher & supervising adults	
Public Playground (Flying fox, swings etc)	Falls Hit by equipment	Pre check site for adequate absorbent material under play equipment Direct supervision by teacher/adults Prevent any dangerous activities	Supervising adults	
Artefacts and machinery	Dropping objects on feet etc. Squashing fingers/hands/ hair between objects e.g. rollers	Artefacts handled only under strict adult supervision Opportunity for teaching students about dangers of	All supervising adults	

## Active and Hands-on Educational Activities for All Ages

Tel: 03 762 6634

Fax: 03 762 6649

Email: [school@shantytown.co.nz](mailto:school@shantytown.co.nz)

Web: [www.shantytown.co.nz](http://www.shantytown.co.nz)

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		static & moving machinery		
ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
Jailhouse/Stocks	Fingers/limbs trapped in door Strain from lifting weight	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Students to be informed of danger from doors, supervised at all times. Doors to remain open at all times	All supervising adults	
Classroom	Slip on floor  Injury from ink pens	Supervision of students at all times. Students to enter classroom quietly and slowly No running, pushing etc. Nib pens only to be used in supervised activity.	MVEC staff	
School house playground and sports programmes	Slips, falls and colliding with others. Twisted ankles using stilts Hit by tossed horseshoe Friction Burns – tug-of-war.	To be supervised by adults at all times. Briefing & defined boundaries for breaks Rules for using horseshoes	MVEC staff Supervising adults	
Ascending or descending steps/ stairs	Slips & trips on steps /stairs	Students to be forewarned of dangers- single file, hold rails, girls to lift long dresses	Supervising staff	
Inappropriate behaviour	Self harm or offence to child or other Students, staff or visitors to Shantytown/	Visiting school to notify MVEC prior to visit to allow good planning & preparation to cater for any individual learning/discipline needs. Briefing on arrival should outline rules, expectations and consequences. Close proximity of an adult to any potentially offending student. Promotion of positive learning in the interactive hands on environment.	MVEC staff Visiting teacher All supervising staff	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures + In extreme cases arrangements will need to be made for student to return to school
Fire	Students entering buildings to collect belongings	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL If alarm sounds, all students and adults to walk to main entrance and line up on grass area in car park for roll call. For overnight stays, practice roll calls and/or simulated exercise from Welshman's Conference	MVEC and Shantytown staff All adults	Raise alarm. Fire Services called 111
Earthquake	Hurt by debris Students trapped Students in shock			First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures

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		Centre Earthquake. Stop. Drop. Follow evacuation as for fire when tremor stops		Giving of calm, confident procedural instructions by Shantytown staff
ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
Civil Emergency	Impending Event  Multiple  Isolation –Loss of communication with or access to the outside world	In the unlikely scenario of a major earthquake, tornado, storm, flood, pandemic, lockdown or terrorism attack, visiting schools can be assured Shantytown has a 24 hour Emergency Plan to adequately accommodate those on site.	Shantytown staff, Teaching staff	Shantytown Emergency Plan First Aid kits and equipment situated at Main Office, MVEC Office, Railway Station, train carriage, gold claim Defib at Main Office Shantytown First Aiders WATER- Tanks, potable water supply SHELTER – Welshman’s Food- Shantytown restaurant Cooking- Gas, BBQ’s Communication- Battery operated radios
Train ride Engine visit	Fall from carriage  Loss of limbs/ bruising from vines/branches (if limbs out carriage windows)  Burns from fire box Slips & trips ascending or descending train steps	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Students to be quiet /orderly – no running at all times. An adult to stand by carriage door to assist while students get in and out of carriages. No leaning or holding heads/arms out of carriage windows. Students must sit or kneel on seats while train is moving. Guard physically checks each carriage gate is secure. Preferably LEOTC educator standing or sitting next to carriage door. Students to keep to rear of engine cab when viewing, and in single file, supervised by engine driver. Adult to stand at top of steps or at bottom of ramp	Train guard Shantytown staff Supervising adults	Inform guard –who will stop train.

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		to supervise students, encouraging use of hand rails to prevent falls. Adult to stand by steps at far side to supervise students descending.		
ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
Train Freight vehicles	Train moving through town or sawmill tramway crossing. Occasional vehicles delivering supplies to Conference Centre.	Follow road crossing rules when crossing track. Supervised crossing of rail lines at sawmill crossing. No running in town.	Supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures
Walking (especially creek bed and bush tracks)	Trips/slips/falls and falling from steep track Weather conditions/ raising water levels Natural obstacles, undergrowth/vines	BRIEFING OF RISKS & RISK MANAGEMENT Walks to be inspected by MVEC staff prior visit. Students must have sturdy footwear. Visiting teacher break class into small groups with an adult directly supervising each group –Single file. Students must stay on tracks, no short cuts, no running. Use of handrails where available.	Alternative route if not satisfactory.	+ MVEC staff with portable first aid kit,  whistle & mobile phone
Sawmill Hand sawing activities	Trips, slips and falls Squashing, scratching or bruising of fingers in static machinery displays Cuts, bruises & blisters from saws	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL SPECIFIC BRIEFING OF TOOL HAZARDS/management Close proximity supervision Ensure all logs chocked	Supervising adults	+ MVEC staff with portable first aid kit, whistle & mobile phone
Chinatown activities	Trips, slips and falls Strains/injury from poles/ta'ams Collision with others Creek in flood- check swiftness Falling from river bank	Students only to carry weights if they can lift easily. Single file to avoid injury when carrying ta'ams. MVEC staff check footwear (no sandals) No running in area. Warn about slippery steps etc. Students are NOT allowed on creek bed, or to engage with stones unless as a set activity and under direct adult supervision.	Supervising adults	
Gold mining activities Sluice demonstration Use of gold cradle	Trips, slips and falls Steep bank at sluice area Cradle falls off rocker Collecting water	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Including dangers of leaning on fences/railings. Students to remain behind fence at sluice area.	Shantytown staff Supervising adults	

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	Hit by pick, hammer, shovel handle	Mining equipment only to be used in small groups. Strict adult supervision. MVEC staff to give instructions to adults before commencement of activities.		
ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
Forges	Static displays – moving parts/handles Burns/sparks/fire Point of anvil	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Safety lines to be drawn so that students are kept at a safe distance.	Shantytown staff Supervising adults	
Creek/stream	Drowning Slips and falls Wet clothing	Shantytown staff to assess level of stream before activity –with an alternative route/activity pre-planned. Creek out of bounds if water is high, discoloured or swifter than normal. Adult supervision of designated small groups. Students must be wearing suitable footwear.	MVEC staff All adult helpers	+Shower and warm clothing available
Stables area Horse	Walking into equipment, hooks etc. Falls from carts/wagon/coach Kicks, allergic reaction.	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Strict adult supervision. No climbing on carts, wagons or buggies. Students not permitted at rear of horse.	Shantytown staff Supervising adult	
Washday	Slips /Spillages (water) Allergy to soap Burns from flat irons/fire Fingers/hair trapped in the mangle or in village pump	BRIEFING OF RISKS & RISK MANAGEMENT Strict adult supervision around mangle/pump, only half full buckets, no running Check for medical conditions before using soaps	Shantytown Staff Supervising adults	
Shelter building	Scratches and injury from branches Trips, slips and falls Becoming lost, mineshafts	BRIEFING OF RISKS & RISK MANAGEMENT Students to be arranged in small directly supervised groups, having received a briefing which includes info on where, why, how, who, and when they must be back and what to do if they become lost.	MVEC staff Supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures + MVEC staff with portable first aid kit, whistle & mobile phone
Making and carrying packs and stretches	Handling of hammers, picks etc Carrying weight Cutting string to tie packs	Adult with each group to supervise at all times. Adults and students given safety reminders for lifting, carrying and checking packs/stretchers.	Supervising adults Remove tools if being used	

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	General public being injured by careless handling of equipment Student on stretcher being dropped	Clear safety instructions given for use of tools. String to be cut by adults.	inappropriately	
ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
Setting camp Staking claims	Accidents with tools	Adult supervision/assistance with each group, teaching close proximity tool safety	Supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures + MVEC staff with portable first aid kit, whistle & mobile phone
Steam Shed	Moving Trains Inspection Pit Hot metalwork and open fires Falls from engine Slips on stairs and steps Fingers squeezed or stuck	BRIEFING OF RISKS & RISK MANAGEMENT ON ARRIVAL Classes only to visit under strict supervision and with permission of educator/teacher and steam manager. Clear guidelines prior. Designate safe places to stand and ensure class does this. Students prohibited from climbing on engines unless directly supervised by steam staff, opportunity to teach 3 points of contact when dismounting a machine.	Steam shed staff Supervising adults	
Foundry	Tripping Fingers squeezed or stuck	Classes to visit only under strict supervision and clear guidelines given prior to visit.	Supervising adults	
Cooking Activities	Hot surfaces and open fires Splashes with hot liquid	BRIEFING OF RISKS & RISK MANAGEMENT Obtain permits. Safe sites. Water bucket by open fires. Strict adult supervision of small groups. Fire to be lit in safe area by Shantytown staff (Dependent of fire risk regulations on day)	Shantytown staff	

Updated 31<sup>st</sup> January 2017

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