



## TE WHARE ANGITU

### EOTC Risk Assessment and Supervision

DATE OF TAIEA TAIOHI	December 4th – December 7th			
VENUE/ACCOMMODATION	<b>MONDAY 4TH DEC</b>  <b>POWHIRI</b> Takapūwāhia Marae 24 Ngatitōa Street Porirua	<b>TUESDAY 5TH DEC</b>  <b>AMAZING RACE</b> Poneke  <b>TE PAPA</b> 55 Cable Street Wellington	<b>WEDNESDAY 6TH DEC</b>  <b>WAKA AMA</b> Titahi Bay Porirua  <b>KEMU MĀORI, POITŪKOHU, PŌ ŌKAWA</b> Te Rauparaha Arena 17 Parumoana Street Porirua City Centre Porirua	<b>ACCOMMODATION:</b> Takapūwāhia Marae Horouta Marae Maraeroa Marae Whakarongotai Marae Te Kāreti o Kāpiti Marae Ōrongomai Marae Koraunui Marae Te Mangungu Ngā Kākano Marae Kōkiri Marae Te Tatau o te Pō Waiwhetū Paparangi Hīkoikoi Te Rau Karamu
PERSON IN CHARGE	Hannah Simmonds Kataraina Taepa-Matakatea Sophie Tukukino			
URI GROUPS ATTENDING	Te Kura o Te Kao Te Kura ā Iwi o Whakatupuranga Rua Mano Te Kura o Manutūkē Te Kura o Waikare Te Whata Tau o Putauaki Ngā Taiātea Wharekura Te Kura ā Iwi o Ngāti Kauwhata		Te Kura Māori ā Rohe o Waiohau Te Kura o Te Whānau a Apanui Te Wharekura o Maniapoto Te Wharekura o Mauao Te Wharekura o Ngāti Rongomai	

## Emergency Information – [Te Rauparaha Arena]

Location of local A&E :	Ora Toa Takapuwahia Medical Centre 1 Te Hiko Street, Takapūwāhia, Porirua 042374503  Kenepuru Community Hospital 16 Hospital Drive, Kenepuru, Porirua 043855999
Evacuation point	Te Rauparaha Arena – Car park Takapuwahia Marae – Car park
Location of Safety Plan on Site	Te Rauparaha Arena – at reception
First Aider for event	Hannah Simmonds Hinepukohurangi Day Sophie Tukukino
Location of First Aid Kit on site	Mobile kits with kaiako/kaiwhakahaere First aid kit at reception

## Risk Assessments and Management


You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

**Control the Risk:**

Hierarchy of Controls -	
Most effective (High level)    Least effective (Low level)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

## GENERAL HAZARDS DURING THE WEEK – INCLUDING AMAZING RACE ON TUESDAY 5TH DEC IN PONEKE

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Car accident Fatality / Serious Injury	High	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Check that vehicles have current WOF and are registered.</li> <li>Check that drivers are not tired, well rested and hydrated, have current drivers licence</li> <li>Ensure students are wearing seat belts</li> <li>Drive safely to the conditions and speed limits</li> </ul>	Kura	Call 111 First aid if required Transport to medical facility if required
Weather or earthquake related events – flood Fatality / Serious injury	High	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Check sites beforehand – consider environmental hazards (including flood potential, land stability and wind effect)</li> <li>Check weather/tide forecast</li> <li>Event guided by organisers and local members</li> <li>Communicate emergency procedures and locations of evacuation points/areas</li> </ul>	NKAI / Kura	Evacuate to safe areas if required Call 111 First aid if required Transport to medical facility if required
Work Equipment Risk of electric shock, electrical burns, fire, cuts and abrasions,	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Appropriate policies are in place when it comes to procurement.</li> <li>All equipment is supplied and erected by competent persons.</li> <li>Barriers and adequate supervision are used to prevent unauthorised use and control access and egress.</li> </ul>	NKAI / Venue	Call 111 if needed Refer to onsite first aid Transported to medical facility if required

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musculoskeletal injuries and slips, trips, and fall injuries							<ul style="list-style-type: none"> <li>Only attendees trained to operate or manage use of the equipment or oversee its use and their number is limited.</li> <li>The equipment is sited in appropriate location and installed according to the supplier's specification.</li> </ul>		
Lighting of Exit Routes Risk of serious or fatal injuries from unsafe access and exit due to inadequate lighting	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Corridors leading to entrances and exits including emergency exits are lit throughout an event.</li> <li>Emergency lighting is provided to meet fire safety requirements during school time is always available. All escape routes will be adequately lit in event of a power failure.</li> <li>Emergency response procedures are developed and implemented.</li> <li>Induction includes emergency procedures and emergency contacts.</li> <li>An inspection is undertaken and includes inspection of first aid kits, fire equipment and emergency exit doors and signage prior to the event.</li> </ul>	NKAI / Venue	Refer to onsite first aid Transported to medical facility if required
Supplying Food and Beverage	Med	No	No	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Food handling training are given to all relevant attendees who handle food at induction, and they be required to attend a recognised external training course.</li> </ul>	Caterers	Support with medical advice and/or first aid if required, and transport to medical

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Risk of infections and illnesses such as Salmonella, Listeria, allergies, and anaphylaxis, as well as scalds from hot Liquids							<ul style="list-style-type: none"> <li>▪ Food sourced is only from reputable suppliers.</li> <li>▪ Attendees wash hands before handling food and after visits to the toilet. etc.</li> <li>▪ Warm water, soap, and towels (disposable) are provided.</li> <li>▪ Cuts and other wounds are covered with waterproof adhesive dressings.</li> <li>▪ Buffets, sandwich fillings, etc. are kept out of fridge for shortest time possible with temperatures monitored throughout the event.</li> <li>▪ Outdoors food is always kept covered.</li> <li>▪ Minimise the handling of ready to eat foods - use tools (cutlery, tongs scoops, etc.) where possible to handle food rather than hands.</li> <li>▪ High risk and raw foods are always kept apart.</li> <li>▪ Ensure food is appropriately labelled to avoid allergic reactions and anaphylaxis.</li> <li>▪ Specific hand washing facilities, antiseptic wipes and cleaners are in place for catering attendees and food handlers.</li> <li>▪ Cooked food kept separate from raw meat. Separate utensils used.</li> <li>▪ Gloves are worn when preparing food</li> </ul>		facility if required

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							<ul style="list-style-type: none"> <li>Acknowledgement in food safety rules is documented and maintained.</li> </ul>		
Fire Risk of serious and fatal injuries	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Check fire risk, fire restrictions and identify high risk areas</li> <li>Check for smoke alarms where appropriate</li> <li>Careful use of potential fire sources – e.g. cookers, generator</li> <li>Venue staff liaise with participants of, prior to attendees arriving on site to ensure that understand the fire safety procedures</li> <li>All attendees, including volunteers are informed of emergency procedures.</li> <li>Smoking is not permitted anywhere on site, and these are enforced by management.</li> <li>Area is kept clear of rubbish and trip hazards.</li> <li>Appropriate fire extinguishers are available.</li> </ul>	NKAI / Venue / Kura	Evacuate all participants immediately to evacuation area Call 111 Refer to onsite first aid Transported to medical facility if required
Uneven, Wet or Slippery Floors  Risk of slips, trips and fall injuries such	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Spillages are immediately cleaned up as they occur.</li> <li>Arrangements are in place, overseen by line management for clearing up and safely disposing of any litter left after the event.</li> <li>Adequate external lighting is available.</li> </ul>	NKAI / Venue / Kura	Refer to onsite first aid Transport to medical facility if required

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What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
as cuts and abrasions							<ul style="list-style-type: none"> <li>All cleaning equipment is stored safely throughout the day to reduce obstruction and trip hazards.</li> <li>Suitable enclosed shoes are recommended to be worn.</li> </ul>		
Vehicles on-site Risk of serious or fatal injuries	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Restricted access to vehicle accessways and visitors are advised accordingly.</li> <li>All walkways are maintained.</li> <li>Clear routes are maintained for emergency services.</li> <li>One way traffic is established where necessary</li> </ul>	NKAI / Venue / Kura	Refer to onsite first aid Transport to medical facility if required
Outdoor Excursions Risk of serious or fatal injuries from unsafe practices or inadequate knowledge of surroundings.	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Outdoor activities must be organized with the highest regard for the safety of all participants.</li> <li>Carry mobile phones and have contact lists of all groups and supervisors.</li> <li>Appropriate clothing and footwear should be worn to limit exposure to the natural elements.</li> <li>Co-ordinating vehicle access for drop off and pickup times should be accurate and adhered to.</li> </ul>	NKAI / Venue / Kura	Contact kaiwhakahaere if incident occurs while on excursion Call 111 if required Refer to first aid Transport to medical facility if required
Public Transport Risk of rangatahi	Low	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Groups of rangatahi will be accompanied by one or more of their kura kaiako (ratio of 1:7) during transport</li> <li>Provide clear guidelines around behaviour.</li> </ul>	NKAI / Venue / Kura	Contact kaiwhakahaere if incident occurs while on excursion



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What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
getting lost or catching the wrong transport and not arriving at location							<ul style="list-style-type: none"> <li>▪ At least 2 participants together at all times</li> <li>▪ Provide clear boundaries</li> <li>▪ Ensure an understanding of who else is in the area</li> <li>▪ Provide visible supervision</li> <li>▪ Kaiako and rangatahi will have accurate information about times of departure and arrival, which train to catch</li> <li>▪ Contact information of all rangatahi should be on file with kura kaiako in case someone is separated from their group</li> <li>▪ NKAi will keep contact details of all kaiako for all kura</li> <li>▪ NKAi will check off arrival of groups at agreed meeting areas</li> <li>▪ Method of, and regular, accounting for everyone in the groups (kura groups – buddy up, number off, roll calls) and where appropriate rangatahi keep their phones on them</li> </ul>		Call 111 if required Refer to first aid Transport to medical facility if required
City excursions Inappropriate action by/with public Risk of rangatahi getting lost or injured from traffic in city.	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>▪ Provide clear guidelines around behaviour.</li> <li>▪ At least 2 participants together at all times</li> <li>▪ Provide clear boundaries</li> <li>▪ Ensure an understanding of who else is in the area</li> <li>▪ Provide visible supervision</li> <li>▪ Rangatahi should be accompanied by one of more of their kaiako (ratio of 1:7)</li> </ul>	NKAi / Venue / Kura	Contact kaiwhakahaere if incident occurs while on excursion Call 111 if required Refer to first aid Transport to medical facility if required

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Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
							<ul style="list-style-type: none"> <li>Rangatahi should be provided with a clear map and information to support their excursion in the city</li> <li>Rangatahi should be supported to understand the safety hazards and ways to minimise risk (e.g. road safety)</li> <li>Method of, and regular, accounting for everyone in the groups (kura groups – buddy up, number off, roll calls) and where appropriate rangatahi keep their phones on them</li> </ul>		
Allergic Reaction or pre-existing medical condition Emotional distress Illness Medical Incident	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> <li>Collect accurate medical information, discuss allergy action plan, ensure info tagged to right person</li> <li>Ensure participant carries appropriate medication and that other know how to administer</li> <li>Minimise exposure to triggers (wasps, bees, food allergy)</li> <li>Ensure appropriately competent staff know how to recognise and respond to anaphylaxis (First Aid Minimum)</li> <li>Parent contact details on hand if needed to be contacted</li> </ul>	NKAI / Kura	Provide first aid, including administering medication if required Contact 111 if needed Transport to medical facility if required

SPORTS SPECIFIC HAZARDS – WEDNESDAY 6<sup>TH</sup> DECEMBER

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Indoor and Outdoor Water activities  Waka Ama on Wednesday Dec 6th  Risk of serious or fatal injuries from unsafe practices or inadequate knowledge of surroundings	Med	No	No	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>▪ Outdoor activities must be organized with the highest regard for the safety of all participants.</li> <li>▪ Competent reading of forecasts is paramount when swimming outdoors</li> <li>▪ Esoteric knowledge of all aquatic activity is paramount for safety</li> <li>▪ Ratios of 1:5 are always met during water activities</li> <li>▪ Rangatahi participating in activities should be competent in the water</li> <li>▪ Communication of all safety expectations leading up to the event, directly before and during.</li> <li>▪ Wear life jackets where necessary</li> <li>▪ Appropriate clothing and footwear should be worn whilst engaging in aquatic activities</li> <li>▪ Safety boats will be on the water during waka ama</li> </ul>	NKAI / kura	Provide first aid on site Contact first aid provider Call 111 if required Transport to medical centre if required

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Physical injury to player/s Kemu Māori Poitūkohu Wednesday 6 <sup>th</sup> December	Med	No	No	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>NKAI will have trained first aiders on site</li> <li>First aid provider will also be on site during hākinakina</li> <li>Kura to bring their own first aid kits and provide initial first aid support to their own rangatahi</li> </ul>	NKAI / kura	Provide first aid for any injury Contact first aid provider Call 111 if required Transport to medical centre if required Kura need to ensure their players are fit from injury to begin or continue play. Kura must ensure any injured player receives adequate medical attention and must remain in assistance to the player until they are discharged into professional medical help (or to the player's parents). Any serious injury should be reported to kaiwhakahaere and an incident report completed.

<b>Supervision Requirements</b>	By:		Date:	
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**1. Roles and Competency:** Identify the roles and competencies required for the event. List people attending and their responsibilities, roles, experience.

Role/Ingoa	First Aid?	Skill / Qualification / Experience	Induction and/or Training?	Police Check?
<b>NKAI Ringa Wera in Charge</b>	<b>Required</b>		<b>Yes – EOTC SMP</b>	<b>Required</b>
Hannah Simmonds 0278361571	Exp 2024	Pou Angitu – lead NKAI ringa wera, liaise with other kaiwhakahaere	Completed	✓
Sophie Tukukino 0275266608	Exp 2024	Pou Whanake - lead NKAI ringa wera, liaise with other kaiwhakahaere	Completed	✓
<b>Supporting NKAI Ringa Wera</b>	<b>Required</b>		<b>Yes – EOTC SMP</b>	<b>Required</b>
Hinepukohurangi Day 027 313 4152	Exp 2024	Kaitaunaki Angitu, key logistics co-ordinator	Completed	✓
Matiu Wiki 021 022 92069		Kaiarahi Rakahinonga, Ringa wera support	Completed	✓
Tammy Nepata-Gibbs 027 458 1075		Kaiarahi Taiao, Ringa wera support	Completed	✓
Alexis Teepa 027 395 5799		Kaiarahi Pūrau, Ringa wera support	Completed	✓
Julian Rolleston	Exp 2024	Pou Arataki, Ringa wera support	Completed	✓
Kimiora Webster		Kaihautū Reo Māori, Ringa wera support	Completed	✓
<b>Kaiwhakahaere</b>			<b>In-Kura processes</b>	
Kataraina Taepa-Matakatea		Te Kura o Porirua – lead for kaupapa, planning, programme, logistics, liasing with service providers		
Evelyn Wharehinga		Te Kura o Porirua – lead for kaupapa, planning, programme, logistics, liasing with service providers		

Role/Ingoa	First Aid?	Skill / Qualification / Experience	Induction and/or Training?	Police Check?
Kaiako/Kaiawhina o te kura	Required?	Group Management	Yes – EOTC SMP	Required

## 2. Group members requiring specific management strategies:

### Health (e.g. asthma, allergies, medical conditions, current injury)

Kura are initially responsible for managing their own Uri health issues, including management of any medicine or medical conditions and responding (where appropriate) to any injuries.

### Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy)

Kura will in the first instance be responsible for managing behaviour of their Uri. Ngā Kura ā Iwi staff will also ensure appropriate behaviour management strategies are implement during the week.

### Capabilities (e.g. swimming ability, physical disability)

Kura will be responsible for managing capabilities of Uri during physical activity (sports etc). Uri will be expected to communicate any issues with capability to their kaiako and/or NKA! staff prior to undertaking an activity. All pakeke will monitor groups of Uri to ensure they are able to participate safely in activities.

**3. Staffing and Supervision Structure: Specifically describe the supervision structure required for the event**

Supervision structure (includes allocation of roles and allocation of students to supervisors)

(e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

**KAIWHAKAHAERE:**

Hannah Simmonds, Kataraina Taepa-Matakatea, Sophie Tukukino, Evelyn Wharehinga, Kimiora Webster

Overall responsibility for organisation, logistics and health and safety requirements for the event as a whole.

Key liaisons between kura and other organisations who are running particular events or providing services.

Modelling expectations for behaviour including ngā mātāpono o NKAI.

**NKAI SUPPORT STAFF:**

Julian Rolleston, Hinepukohurangi Day, Matiu Wiki, Tammy Nepata-Gibbs, Alexis Teepa

Support with group management during the week's activities.

Providing guidance for kura regarding programme and expectations (in line with the whāinga of the kaupapa and ngā mātāpono o NKAI)

Supporting EOTC supervision and guidance where necessary

**KURA KAIAKO/KAIAWHINA:**

Directly responsible for their own Uri during all activities.

Responsible for communicating any issues (both logistical, and health and safety) with Kaiwhakahaere.

Providing initial support and care for any injuries or illnesses of Uri within their group.

Ensuring ratios are as required, and informing Kaiwhakahaere if at any time they require more support.

Modelling expectations for behaviour.

<b>Completed by:</b>	Hannah Simmonds	<b>Date:</b>	26/10/2023	<b>Approved:</b>		<b>Date:</b>	
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