



Hello

Risk Assessment Matrix

Sleepovers

SEA  LIFE

RAMs: Sleepovers at Kelly Tarlton's SEA LIFE Aquarium



- ★ To aid you in the planning process, here is a partially completed RAMS matrix.
- ★ By applying your specific information to this model you should save yourself planning time.
- ★ The booking confirmation sheet included in this mail out allows one staff member a free visit to Kelly Tarlton's prior to your booked date.
- ★ Please contact us if you have any further questions or comments: Phone 09 531-5065 or e-mail learn@kellytarltons.co.nz

Sleepover RAMS

	Identified possible risk	Management	Follow up / emergency
People factors	KT staff need to be informed of any students who require special needs assistance both on the day of booking and on arrival at the attraction	<ul style="list-style-type: none"> Any assistance for children with special needs provided either by the group e.g. Teacher Aide or specific adult support/ wheelchair [to be provided by school] KT does have a wheelchair available for customer use Students in wheelchairs need to enter KT's though the exit doors at the Mission Bay end of the car park Lifts are provided within the attraction and at the exit for wheelchair use 	<ul style="list-style-type: none"> KT staff trained in first aid are on site. Education staff ready and willing to assist
	Leaders of the group need to have name lists of the children and adults attached to the group	<ul style="list-style-type: none"> Leaders to manage group lists School and cell phone numbers provided by school School to ensure all students are with their supervising adults at various points throughout the visit 	<ul style="list-style-type: none"> Contact numbers used should a child be lost / left behind at KT's
	Special dietary needs	<ul style="list-style-type: none"> Schools MUST have identified students who have any major food allergies that can impact on their health and wellbeing e.g. peanut/ dairy / fish allergies If there are children with allergies that mean the KT staff must not include any item with the breakfast menu, this information must be conveyed prior to arrival AND to the Duty Manager on arrival Should a child need special dietary food then the school needs to supply this 	<ul style="list-style-type: none"> KT staff trained in first aid are on site. Emergency services contacted if an emergency arises in consultation with school staff

Sleepover RAMs

People factors	Identified possible risk	Management	Follow up / emergency
	The group needs to manage any students needing medication	<ul style="list-style-type: none"> Schools to have available lists of children with medical conditions e.g. asthma / diabetes etc Medication to be carried and managed by group leaders / teachers 	<ul style="list-style-type: none"> KT staff trained in first aid are on site. Emergency services contacted if an emergency arises in consultation with school staff
	Identification of students with other issues	<ul style="list-style-type: none"> Schools MUST have identified any students who have any other issues that could impact on their stay e.g. sleepwalking / home sickness etc. Adults must be placed at the exits to ensure children do not move into areas of the building that are alarmed and have access to the outside. DM to show where he/she will be sleeping and the path needed to be taken should contact be needed during the sleeping hours in case of an emergency. Communication should occur between these two parties to ensure all is well. Should a child be missing <u>all</u> adults to be woken to assist with search until child is found. 	<ul style="list-style-type: none"> During the evening / night, should a fire alarm sound the supervising teacher needs to check student numbers to ensure all are still present and DM to check all exits, car park area and Okahu area.

Sleepover RAMs

Environmental Factors	Identified possible risk KT's based on a very busy main road – Tamaki Drive – dangerous to cross with students	Management <ul style="list-style-type: none"> • Entry for groups with the sleepover option is through the Exit doors at the Mission Bay end of the car park. • Once everyone has entered through these doors at 7.00pm these doors are locked. • Exhibits are on two levels and the a series of ramps and steps gives access to all viewing areas of the attraction. • Students are advised to walk at all times, to not block any corridors and to use the ramps and steps in a safe and responsible manner. • The attraction has a wide range of animals on display in a variety of displays. Students are to follow the instructions re not banging the tanks, putting their hands in tanks etc. and respecting our animal s 	Follow up / emergency <ul style="list-style-type: none"> • Schools must ensure that all are ready to enter at 7.00pm. Late comers will have difficulty entering without prior arrangements being made. • Student behaviour to be monitored by their teachers / leaders / supervisors at all times to ensure no distress is caused to our animals.
Equipment Factors	Identified possible risk Moving on and off the Travelator Fire Exits and Evacuations	Management <ul style="list-style-type: none"> • Students must watch how they move onto and off the Travelator and step on one at a time. • Students must not sit or lie down on the travelator while it is moving, for safety reasons. • Kelly Tarlton's has clearly marked Fire Exits in all public areas and complies with Fire Control regulations. 	Follow up / emergency <ul style="list-style-type: none"> • Possibility of tripping - resulting in an injury • Our Duty Managers have been trained in emergency and evacuation procedures

General

In the event of an emergency:

- ★ Kelly Tarlton's staff will manage all major emergencies.
- ★ Leaders of the group will need to have identified who they are to a staff member on their arrival at the attraction
- ★ The leaders are required to keep their group together and ensure they stay together as a group in the car park after being evacuated from the building. The leader needs to do a roll check and then inform KT staff if there are any missing children/issues with their group

Supervision levels

- ★ Supervision of students in Kelly Tarlton's is wholly the responsibility of the teachers / leaders / carers.
- ★ Supervision ratios allowed free entry are as follows
 - 1:6 ratio for sleepovers
 - Disabled students 1:1

KT Staff duties

- ★ KT Staff are responsible for admission / payment procedures, meet and greet, facilitating classroom sessions and the evening activities, presenting feeding, preparing breakfast [although some parental assistance is required here].
- ★ The Duty manager is the sole staff member in charge over the night and school staff must be aware of his/her authority.

- ★ Instructions issued by the Duty Manager must be followed by all – students and supervisors

Lost Property:

- ★ Any items found in the attraction are placed in lost property, located in our Administration Office.
- ★ Schools lose many items so students should be encouraged to take responsibility for their own belongings

First Aid

- ★ First Aid Kits are located at appropriate places within the attraction. A Defibrillator machine is onsite which also has child pads
- ★ Should you need assistance please approach a staff member

Inappropriate behaviour

- ★ Kelly Tarlton's reserves the right to remove any student from the attraction if their behaviour is disruptive or dangerous. A teacher / supervisor will be required to supervise such students outside the building.

Public Liability Insurance

- ★ Kelly Tarlton's SEA LIFE Aquarium has the appropriate Public Liability Insurance in place to cover injury and damage.

General

- ★ We ask that the teachers outline the following Code of Conduct and monitor student behaviour for the duration of the sleepover.
- ★ Students should:
 - Try to keep noise levels to a minimum and avoid running in the attraction
 - Respect our animals by refraining from tapping on our aquariums and only touching animals in specific touch tanks or when invited by a Kelly Tarlton's staff member.
 - Place any rubbish in bins provided
 - Refrain from throwing any items into open tanks
 - Behave in a courteous and responsible manner at all times
- ★ We expect teachers / leaders to ensure this code of conduct is adhered to.

Please note: This document was developed to assist schools in their planning for a visit to Kelly Tarlton's SEA LIFE Aquarium.

Kelly Tarlton's cannot make the assessment for you. Teachers must make their own risk assessment based on the information provided.

★ A pre-visit is encouraged by the staff at Kelly Tarlton's.

★ Any queries please phone us on 09 531 5065 or via email learn@kellytarltons.co.nz

Thank you.



Thank you

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