

CAPITAL E DIGITAL RISK ANALYSIS AND MANAGEMENT PLAN

OnTV school visits & holiday programmes and MediaLab school visits & holiday programmes

The following is a guide to help teachers and LEOTC managers assess the potential risks involved during a visit to Capital E with a group of school-age children or adults.
The purpose of this document is to identify and manage these risks so as to minimise potential harm and maximise safety and enjoyment.
This document does not identify or address the potential risks associated with transporting groups to and from Capital E.

Name of Organisation		Capital E
Services to be Provided	Within the Capital E Digital facilities of the OnTV Studio and/or MediaLab	
Health and Safety Contact	Simon Jones	
Address	Capital E, 4 Queens Wharf, Wellington	
Phone	04 913 3740	
email	melissa.conway@wmt.org.nz	
Length of Time as Contractor	12 years (consecutively)	
Date last validated	April 2011	
Do we have selection standards for our staff?		Yes
What are these?	Must be a Capital E employee with full knowledge of Capital E and its resources	
Do we have training standards for our staff?		Yes
What are these	Annual performance appraisal system	
Do our standards comply with nationally accepted best practice standards?		Yes
Do we regularly monitor compliance with these standards?		Yes
Does Capital E have a health and safety policy?		Yes
Is this policy available for visiting groups to sight?		Yes
Are records kept of incidents and accidents?		Yes
Safety Management Plans are available in the OnTV Studio, MediaLab and on the Capital E website?		Yes
Can we confirm that if personnel are changed for any reason people of equal professional capability will be used?		Yes
Is there a safety management plan for emergencies? (e.g. earthquake, fire)		Yes
What governing bodies have checked and approved our organisation?	The Ministry of Education The Wellington City Council The Wellington Museums Trust NZ Fire Service	
What is the date of the most recent check?	April 2011	
SUPERVISION RATIOS		
Age Group or Level	Minimum Ratio of Adult to Child	
Primary/Intermediate	Own school policy	
Secondary	Own school policy	
<p><i>Supervising adults should not be accompanied by infants or other dependants while in the charge of a group.</i></p> <p><i>Supervising adults should be made aware by the visiting school's LEOTC coordinator of the "For Parents and Whanau" page on http://eotc.tki.org.nz/LEOTC-home/For-parents-and-whanau</i></p>		

OnTV Studio

Hazard identification	Prevention & minimization	Action
Electrical shocks	All cables are positioned as high as possible; those on the floor, wall & ceiling are taped. All electrical equipment has rules of use & is regularly maintained.	Ring reception, stay with person, do not move, render first aid, manage rest of the group.
Fire, earthquake etc....	All groups are shown fire exits & told the appropriate evacuation procedure. Practice of "drop, cover, hold" drills and fire drills take place regularly.	Follow the Capital E staff's lead & walk from building in case of fire. Assemble in Queens Wharf. Earthquake: take cover under tables and/or in crouch position.
Equipment	All cables & cords are taped down or out of the way. Studio rules are discussed before the session & included in all instruction manuals.	Ring reception if necessary, stay with person, do not move, render first aid, manage group. Move equipment.
Influenza, cold, germs	All students receive an application of "GermFree 24" hand spray when entering the OnTV studio. All studio equipment receives a weekly coating of "Zoonocide", an antimicrobial coating that inhibits the growth of micro organisms.	Classroom teacher to remove student from session if showing signs of influenza.
Slipping on wet floor	Wet floor signs. Any wet areas pointed out to groups.	Ring reception if necessary & render first aid.
Student specific ailment	Individual medical needs are to be disclosed by the class teacher prior to the ONTV visit if necessary. The class teacher is responsible for the specific medical needs of students.	Classroom teacher to monitor individual students.
Glass Wall	Stickers and posters on the wall to make it more visible. A strip through middle at children's eye height. Studio rules - "walking only". Chairs lined up along the wall.	Ring reception if necessary & render first aid.
Evacuation of Building	Disclosure of emergency procedures, to students and teachers, at the start of the visit. Requirement for class teachers bring a class list.	Follow practiced evacuation procedure. Evacuate down the stairs and out the emergency exit into Queens Wharf.
Going to the toilet	Disclosure to students & teachers that any student leaving the main group, for what ever reason, must tell an adult that is with the group or the OnTV tutor.	Visiting school staff/ adults know where the students are at all times.

MediaLab

Hazard identification	Prevention & minimization	Action
Electrical shocks	All cables are positioned as high as possible; those on the floor & ceiling are secured. All electrical equipment has rules of use & is regularly maintained.	Ring reception, stay with person, do not move, render first aid, manage the rest of the group.
Entering a darkened MediaLab from sun light	Teachers should talk to children before arriving about not running in the MediaLab. Your tutor will guide you to your designated seats.	Don't run, always walk. Follow the directions given by the Capital E staff.
Tripping on or knocking over equipment	All cables & cords are taped down, secured or out of the way. Studio rules are discussed once inside MediaLab.	Ring reception if necessary. Stay with person, move equipment if necessary. Do not move the person, render first aid, manage group.
Accident or injury	Listen to the instructions given by Capital E staff; they will make a member of staff trained in first aid available to you. There is a fully equipped first aid kit available in the office. Each host will have a small First Aid kit on them.	Follow the directions given by Capital E's trained staff.
Student specific ailment	Individual medical needs are to be disclosed by the class teacher prior to the MediaLab visit if necessary. The class teacher is responsible for the specific medical needs of students.	Classroom teacher to monitor individual students.
Power Cut	Emergency lighting will come on and an usher will instruct you on what to do. Do not move until you have been instructed to do so.	MediaLab staff will assess after a period of time whether the session can continue and will act accordingly. In the case of evacuation follow the MediaLab staff's instructions.
Evacuation of Building	Disclosure of emergency procedures, to students and teachers, at the start of the visit. Requirement for class teachers bring a class list.	Follow practiced evacuation procedure. Evacuation out of MediaLab doors into Queens Wharf.
Going to the toilet	Disclosure to students & teachers that any student leaving the main group, for whatever reason, must tell an adult that is with the group or the OnTV tutor.	Visiting school staff/adults know where the students are at all times.
Fire, earthquake etc....	All groups are shown fire exits & told the appropriate evacuation procedure. Practice of "drop, cover, hold" drills and fire drills take place regularly.	Follow the Capital E staff's lead & walk from building in case of fire. Assemble in Queens Wharf. Earthquake: take cover under tables and/or in crouch position.