

Risk Assessment and Management Plan

► MediaLab

The purpose of this Risk Assessment is to identify all possible and known hazards and outline measures that will prevent or minimise hazards and actions that will minimise injury. While visiting MediaLab there must be at least two teachers or supervisors who stay with the group at all times.

First aid kits can be located:

- MediaLab: Behind the black curtain behind the tutor desk
- OnTV: Underneath the sink in the wardrobe room
- Behind the front desk in the public play space area.

Experience Wellington's Child Protection Policy can be downloaded [here](#)

Known Possible Hazards

Hazard identification	Prevention and minimisation	Action
Electrical shocks	All cables are positioned behind desks or as high as possible. Those on the floor, walls and ceiling are taped to the surface. All electrical equipment has rules of use and is regularly maintained and has passed electrical compliance checks.	Call 111 and advise Capital E staff member. Do not touch person but stay with them. Manage the rest of the group.
Equipment falling over, or tripping on equipment	All cables and cords are taped down or out of the way. MediaLab rules are discussed before the session.	Advise Capital E team member. Minor injuries will be treated by Capital E First aid certified staff member. For major injuries 111 will be called.
Slipping on wet floor	Wet floor signs will be put up, groups will be notified of any known wet areas when they are on site.	Advise Capital E staff member and administer first aid.
Going to the toilet, leaving the MediaLab area	Students must notify a teacher, supervisor or Capital E team member that they are leaving MediaLab.	Teachers/supervisors must know where the students are at all times.
Stranger Danger	No unauthorised members of the public will be in MediaLab, however, the Capital E play space is open to the public. The teacher/supervisor is responsible for the overall safety of the students. Students are to inform teachers/supervisors or Capital E staff if they need to leave MediaLab area.	Capital E staff must be notified as soon as absence is noted. Initial search of the area will take place before calling the police. Teachers are to manage the group.
Stairs	Capital E accepted behaviour should be discussed with students before they arrive. This includes, no running, inside voices and listening to the Capital E instructor.	Minor injuries will be treated by Capital E First aid certified staff member. For major injuries 111 will be called.

Student Specific Ailments

Blank spaces are provided for you to complete before your visit.

Hazard identification	Prevention and minimisation	Action
Student specific ailments	Individual medical needs are to be disclosed by the class teacher prior to the MediaLab visit. The class teacher/supervisors are responsible for the specific medical needs of students.	Classroom teacher to monitor individual students.

Possible Hazards

Hazard identification	Prevention and minimisation	Action
Earthquakes	Students are informed of the 'Drop, Cover, Hold' procedure at the start of the session.	Follow Earthquake procedure.
Tsunami	Students are informed of the 'Long and Strong – get Gone' procedure at the start of the session. A tsunami map can be found here . Teachers are to make themselves aware of the nearest Civil Defence community emergency hub locations before visiting Capital E.	If it is long and strong, get gone. Follow Capital E team member instructions.
Fire	All groups are shown fire exits and informed of the appropriate evacuation procedure.	Follow the Capital E team members lead and walk from the building. Assemble on Queens Wharf.
Evacuation of the building	Emergency details are discussed at the beginning of each session. Each teacher must bring a class list.	Follow practiced evacuation procedure. Evacuate down the stairs and out the emergency exit onto Queens Wharf if it is safe to do so.