

# Risk Assessment and Management Plan

## ► MediaLab and OnTV

The purpose of this Risk Assessment is for teachers to identify all possible and known hazards prior to their visit. This document outlines measures that will prevent or minimize hazards and actions that will minimize injury.

### **Adult Supervision**

We recommend the following adult to student ratio: 1:8 with a minimum of two adults supervising for the duration of the visit. Please note that teachers and parents may need to play an active role in the session.

Please inform adult helpers about the need for care in our studios which means supervising students to walk (no running) and handle all equipment used in session with respect.

### **Responsibilities**

Student safety and behaviour is the responsibility of the visiting teacher, who must remain with the group at all times. In the event of an emergency school groups will be assisted by their Capital E Educator and other available trained staff who are emergency wardens. The visiting teacher is responsible for the safety of their students so we advise all teachers to bring a class register, student medicine, first aid kit and a list of emergency contact details, along with their own risk assessment and safety management plan.

### **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](#)

Experience Wellington's Covid 19 information can be found [here](#)

## Known Possible Hazards

Hazard identification	Prevention and minimization	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 unauthorized 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 minimization	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 minimization	Action
Earthquakes	<p>Students are informed of the ‘Drop, Cover, Hold’ procedure at the start of the session.</p> <p>‘Long and Strong – get Gone’ applies if earthquakes last more than a minute or make it hard to stand up, these are signs to evacuate to higher ground immediately.</p>	<p>Follow instructions of the educator or warden.</p> <p>All students and adults immediately drop, cover and hold where they are.</p> <p>Once safe to do so immediately evacuate your group to your planned safe zone.</p>
Tsunami	<p>Students are informed of the ‘Long and Strong – get Gone’ procedure at the start of the session. A tsunami map can be found <a href="#">here</a>. Teachers are to make themselves aware of the nearest Civil Defence community emergency hub locations before visiting Capital E.</p>	<p>Follow instructions of the educator or warden.</p> <p>Once safe to do so, immediately evacuate your group to your planned safe zone. Students should leave all belongings behind when evacuating.</p>
Fire	<p>All groups are shown fire exits and informed of the appropriate evacuation procedure.</p>	<p>Follow the Capital E team members lead and walk from the building.</p> <p>Assemble on Queens Wharf.</p>
Evacuation of the building	<p>Emergency details are discussed at the beginning of each session. Each teacher must bring a class list.</p>	<p>Follow practiced evacuation procedure. Evacuate down the stairs and out the emergency exit onto Queens Wharf if it is safe to do so.</p>

COVID-19

Practice essential hygiene precautions such as regular hand-washing and use of hand sanitizer.  
Hand sanitizer is available in all public and teaching spaces.  
All hard surfaces are cleaned regularly.  
Any staff travelling to high-risk countries or live with people who have travelled to high-risk countries, will be placed on a 14 day stand down.  
Any staff with cold or flu-like symptoms will be stood down until they are symptom-free.

Use good hygiene practices. Speak to Capital E instructor.



# COVID-19

Risk	Mitigation
There are active COVID-19 infections in New Zealand	Capital E follows New Zealand government guidelines.
Capital E educators may infect visitors	Any staff with symptoms do not come to work.
Visitors may infect Capital E educators	Tutors aim to stay 1m away from students.
Visitors do not know what precautions are in place at Capital E	Students, teachers and accompanying adults do not visit if they have any symptoms.
Visitors may have touched unhygienic surfaces before entering the building	Students, teachers and accompanying adults sanitize their hands when entering the building. Students are to bring their own personal water bottles and food is to be eaten outside of the premises.
Shared areas and equipment may be infected	Cleaning protocols will take place between sessions in all education, public and office spaces. Designated toilets available for education groups.
Visitors may have touched unhygienic surfaces during their visit	Hand sanitizer is available in all teaching spaces. Handwashing is encouraged when appropriate.
In spite of precautions, exposure to COVID-19 happened during a visit	Appropriate contact tracing protocols are in place for groups and accompanying adults. Capital E would close for cleaning, until permitted to re-open by the Ministry of health.