



Capital E Bite-Size Treats 2023 - RAMS

Capital E National Theatre
for Children presents

BITE-SIZE TREATS

Capital E Bite-Size Treats wishes you to have a safe and enjoyable experience participating in our event. To assist with your safety planning, please take note of the following summary.

- Capital E will supply a fully trained event team to assist school groups during their visit.
- Capital E event staff qualified to administer first aid will be on call at all times during Bite-Size Treats.
- Emergency services will be called for anything other than a minor incident.
- It is the school's/parent's/caregiver's responsibility to ensure that all children are fully prepared for this event including, but not limited to, medication, special requirements, weather protection, water, food etc.
- Bite-Size Treats event team members will be carrying a communications radio for emergency situations.
- Please contact Capital E if you have further questions about the information provided in this summary: Phone 04 913 3747 or email education@experiencewellington.org.nz

Risk What could go wrong?	Hazard Why would this happen?	Controls How can we prevent/mitigate it?	Responsibility Who is responsible for controls?
PARTICIPANTS AND WORKERS/ACCIDENT AND HEALTH EMERGENCY PROCEDURES			
Lost/separated student(s)	Inadequate planning, supervision, or communication	Ensure appropriate adult to child ratio as per Ministry of Education and school's policies.	School
		Class teachers label junior students (school and phone number).	Teachers
		Ensure an accessible mobile phone is on hand for communicating during the visit.	
		Ensure students are aware of their requirement to stay with the group.	
		Conduct regular head counts.	
		Notify a Capital E staff member if one or part of the group is leaving and where they are going.	
Junior students are accompanied by an adult to the toilet.	Teachers/parents/caregivers		



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Visitor (student, teacher, supervisor) becomes unwell or distressed	Medical conditions (e.g. allergies), behavioural conditions, performance effects (e.g. strobe, haze machine, black out)	Unwell students do not attend.	Parents/caregivers
		Medical conditions and access requirements to be indicated to Capital E on booking/confirmation form.	Teachers
		Behavioural needs are pre-emptively identified and managed.	
		All required medication is brought.	
		Children susceptible to toileting accidents are monitored and extra clothing is brought.	
		Withdrawal area arranged for any visitor who becomes unwell during the visit.	Capital E staff
		Performance effects (strobe, haze, black out etc.) communicated before visit (if known) or signage provided at venue and Capital E staff inform teachers on the day.	
		Toilet breaks are regularly available and clearly communicated.	
		Capital E staff with first aid certification are on call.	
Emergency services called in event of acute medical emergency.	Capital E staff/teachers		
Visitor (student, teacher, supervisor) has an accident	Traffic accident/collision with pedestrian	Capital E event staff qualified to administer first aid will be on call at all times during Bite-Size Treats.	Capital staff/ teachers/parents/caregivers
		Capital E staff will call St Johns or Wellington Free Ambulance should an accident occur.	
Workers become dehydrated/exhausted	Busy workloads/heat exposure	All workers are rostered to take regular breaks and are encouraged to carry water bottles with them which they can fill up during the day.	Capital E



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ENVIRONMENTAL/TRAFFIC AND PEDESTRIAN MANAGEMENT/WASTE MANAGEMENT			
Road/walking accident, access restrictions	Traffic accident on way to/from Bite-Size Treats, pedestrian accident while walking between/at venues, wet/slippery floors, stairs	All transport chartered meets NZTA safety star rating.	Capital E (free transport offer) or school (arranging own transport)
		All drop offs and pick-ups will be at Te Papa.	Capital E
		Walking routes are planned with attention to safety.	
		Capital E staff are placed at driveways as appropriate.	
		Signage (e.g. "Wet Floor") placed at venues as appropriate.	Venues
Lifts available in venues with stairs.			
Accidents due to pedestrians not being seen by moving vehicles	Lack of visibility of small children around vehicles	Capital E provides workers in high vis vests to support parents/caregivers and teachers with children between venues. Groups are hosted by Capital E staff at all times throughout the day.	Capital E
Buses park in illegal places causing traffic congestion and potential dangers to pedestrians	Lack of traffic management plan, bus parking notifications, and communication to bus drivers	Bus drivers are responsible for parking Transit buses appropriately and safely. The contract for service agreement between Capital E and Transit specifies this and outlines the risks and procedures for any mitigation.	Capital E/ Transit
		Communications directly to the bus drivers will be conducted by our Bite-Size Treats education Booking Coordinators via a Transit staff member allocated to this role.	
		Road cones will be used where appropriate to alert the public to any potential dangers and Capital E staff will oversee all activation experiences in the Te Papa forecourt area (if any).	
Litter and spoiling of spaces	The visitors/Capital E staff throw rubbish away in appropriately	Capital E staff will encourage children and the public to utilise Wellington City Council public rubbish bins on site or in theatre venues. Teachers will encourage children to take their own lunch wrappers back with them.	Capital E



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Dehydration, heat, cold, rain, wind, sunburn	Inclement weather	Ensure students are prepared for all conditions (water bottle, sunblock, hat, jacket etc.)	Parents/caregivers/teachers
		Low risk of heat and cold exposure for students as students will be walking from venue to venue and have their lunches in designated spots and inside theatre venue foyers where appropriate.	Capital E

STAGING / ELECTRICAL / SET-UP AND PACK-DOWN

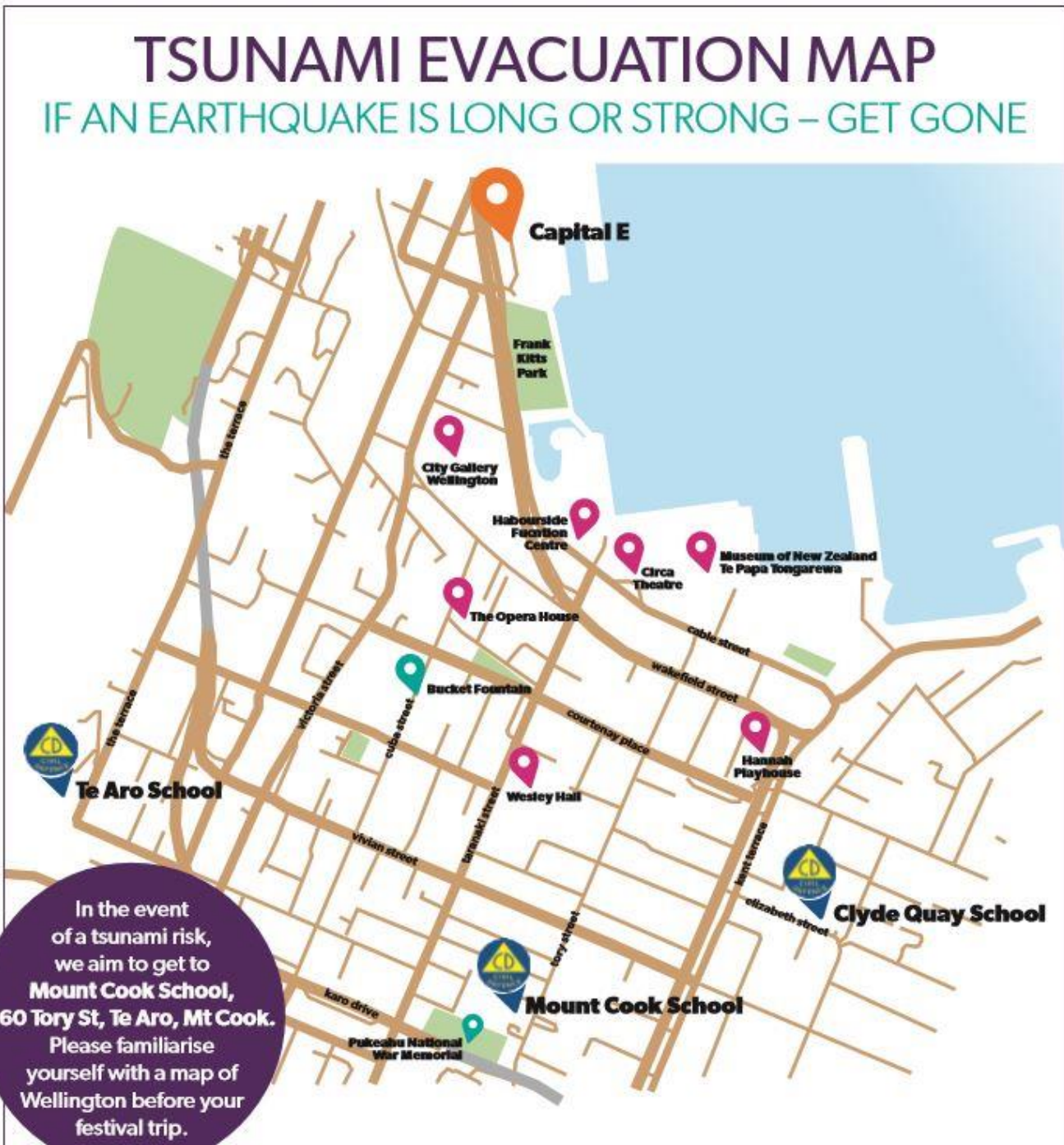
Any flags situated outside venues could fall over	High winds causing flags to fall over	The flags are constructed with large water filled bases making it very difficult for them to fall. In extreme winds the flags will not be put out.	Capital E
Electrocution	Non-serviced electrical equipment	All of Capital E's electrical equipment is regularly tagged and tested. The electrical equipment is only used by qualified technicians.	Capital E
Fire or earthquake		Students and teachers are drilled on fire safety and earthquake procedures (e.g. Drop, Cover, Hold).	School
		Capital E emergency evacuation plan is up to date and takes into consideration recommendations of Wellington City Council and Ministry of Civil Defence.	Capital E
		In the event of a small to moderate earthquake, transport back to school is arranged for any group(s) scheduled to attend any venue not cleared for occupancy.	
		Venue safety systems (sprinklers, alarms, emergency exits) are compliant with building codes. Venues have adequately trained staff to implement emergency procedures. Venue emergency/evacuation procedures are communicated to Capital E. Venue safety plan is up-to-date and takes into consideration seismic report information.	Venues
		In the event of a small to moderate earthquake, performances continue only if venue gives the 'all clear'; all other venues are contacted to check they're safe for occupancy.	Venues and Capital E
		In the event of a large earthquake (1+ minute duration and/or hard to stand up) evacuation begins immediately as per the Evacuation Map on page five. See attached – best printed in A3.	
		In the event of a large earthquake (1+ minute duration and/or hard to stand up) school groups will be evacuated to community hubs or transported back to school/home arranged by teachers/parents/caregivers with help from Capital E. Parents/caregivers should contact school in the first instance.	Parents/Teachers/School/Capital E

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Emergency Evacuation

The following applies to earthquakes and evacuation from any venue used by Capital E for Bite-Size Treats 2023.

Event - Earthquake	Action
With no tsunami warning	Drop, Cover, Hold and follow instructions of venue staff
With tsunami warning	Drop, Cover, Hold, evacuate building as per venue staff instructions, evacuate from all waterfront areas. Please note: Capital E will lead people to whichever Community Service Hub is closest to the venue they are in: either Mt Cook School on Tory Street or Clyde Quay School on Elizabeth Street.



Please note: Ultimate responsibility of care for students falls to teachers and school staff. Capital E will assist as much as is safe to do so (i.e. liaise between teachers and schools in cases of separated groups, arrange transport back to school after a minor event etc.)