

# HINE O TE KURA

## YOUTH SYMPOSIUM

**Tuesday 20 June 2023 | Due Drop Events Centre, Tāmaki Makaurau**

### **Risk Assessment Management (RAM) Safety Checklist**

Conference Innovators are responsible for this event and will take all practical steps to ensure the health and safety of students and staff attending events.

The checklist identifies possible risks and provides safety guidelines for groups taking part in **Hine O Te Kura Youth Symposium**. The following is a general guide only.

- Transport – Various
- Venue – Due Drop Events Centre, 770 Great South Road, Manukau, Auckland
- Catering – Morning Tea
- Event hosts – Conference Innovators

If you wish to have a familiarisation visit, please arrange it with Claire Bark at Conference Innovators.

Email: [Claire@conference.nz](mailto:Claire@conference.nz), phone 09 972 2034.

### **Supervision of Children and Young People**

Please carry lists of children and young people at all times. Ensure that supervising adults are fully briefed as to their responsibilities.

### **Emergency Procedures and First Aid**

- Risk - Fire and earthquake
- Management - Due Drop Events Centre Venue Staff and Conference Innovators

### **Venue Emergency Evacuation Procedures**

#### **Fire Emergency**

If you discover a fire:

- Raise the alarm: Switch on the fire alarm at the nearest manual call point
- Call the fire service: Dial 111

If the fire alarm sounds:

- Evacuate the building via the nearest usable fire exit
- Assist persons with disabilities to evacuate
- Follow instructions from venue staff, Chief Warden, Wardens and/or Emergency Services
- Assemble at a designated venue assembly areas

Do not re-enter the venue until advised it is safe to do so by venue staff via the Fire Wardens. Please note: The silencing of the alarm is not an indication that it is safe to re-enter the venue.

## Earthquake

During an earthquake:

- Remain inside the building, it is safer to do so
- Ensure all occupants move away from windows & any heavy equipment
- If possible, find shelter under solid furniture & hold on
- If a fire breaks out, follow the fire emergency procedures
- If the fire alarm sounds follow instructions given by venue staff, Chief Warden & Wardens

After an earthquake:

- Check for danger
- Remain inside if it is safe to do so
- Follow instructions from venue staff, Chief Warden, Wardens & Emergency Services
- Assess yourself & others for injuries, seek assistance from venue staff if needed

The **assembly areas are:** Lower Plaza by the Pou Kapua (Maori Totem Pole), North Car Park or Bottom of the River Rush exit channel by the grass.

## First aid

Minor injuries: Please report to Liv Graham at the Due Drop Events Centre reception - first aid kit available.

Major injuries: Please call 111.

## Hazard register

To follow are the identified known hazards. Please advise hosts or venue management immediately if you identify further hazards.

### Hazard identification and analysis

List of hazards	Location	Risk Low, Medium, High	Control methods eliminate – repair/ remove isolate –  Use warning signs  Minimise – provide training and monitor	Persons responsible
<b>Transport - Various</b>				
Seating	On bus	Low	Eliminate – ensure there is a seat for all staff and students on the bus	School administration
Exiting bus at venue	South Car Park	Low	Ensure students file off the bus and directly into the venue	Teachers with venue hosts in a supporting role
Student misses the bus	School	Medium	School to liaise with student's parent/caregiver to arrange alternative transport	Teachers
Tripping	On bus	Low	Single file on bus, no pushing	Teachers
<b>Venue – Due Drop Events Centre</b>				
Structures	Full venue	Low	Trained staff to assemble	Contractors
Electrical	Full venue	Medium	Provide cable covers / signage Trained people to manage	Contractors
Moving equipment	Full venue	Low	Eliminate by storing the equipment in its area	Venue operations staff
Tripping hazard	Full venue	Medium	Remove or provide signage	Venue operations staff
Working at height	Full venue	Medium	Provide signage Trained staff only to manage	Trained staff
Working with chemicals (cleaning agents etc.)	Full venue	Medium	Use warning signs Trained staff only to manage	Housekeeping/ Contractors
Overcrowding	Full venue	High	Minimise Provide appropriate control methods	Operations staff
Seating/set up	Full venue	Low	Trained staff only to manage Use warning signs	Venue operations staff
Vehicles and traffic	Roads	Medium	Minimise and isolate Trained staff to manage	Venue operations staff

			traffic	
Slipping (wet weather etc)	Foyers	Medium	Use warning signs and remove hazards	Housekeeping

# FIRE EVACUATION



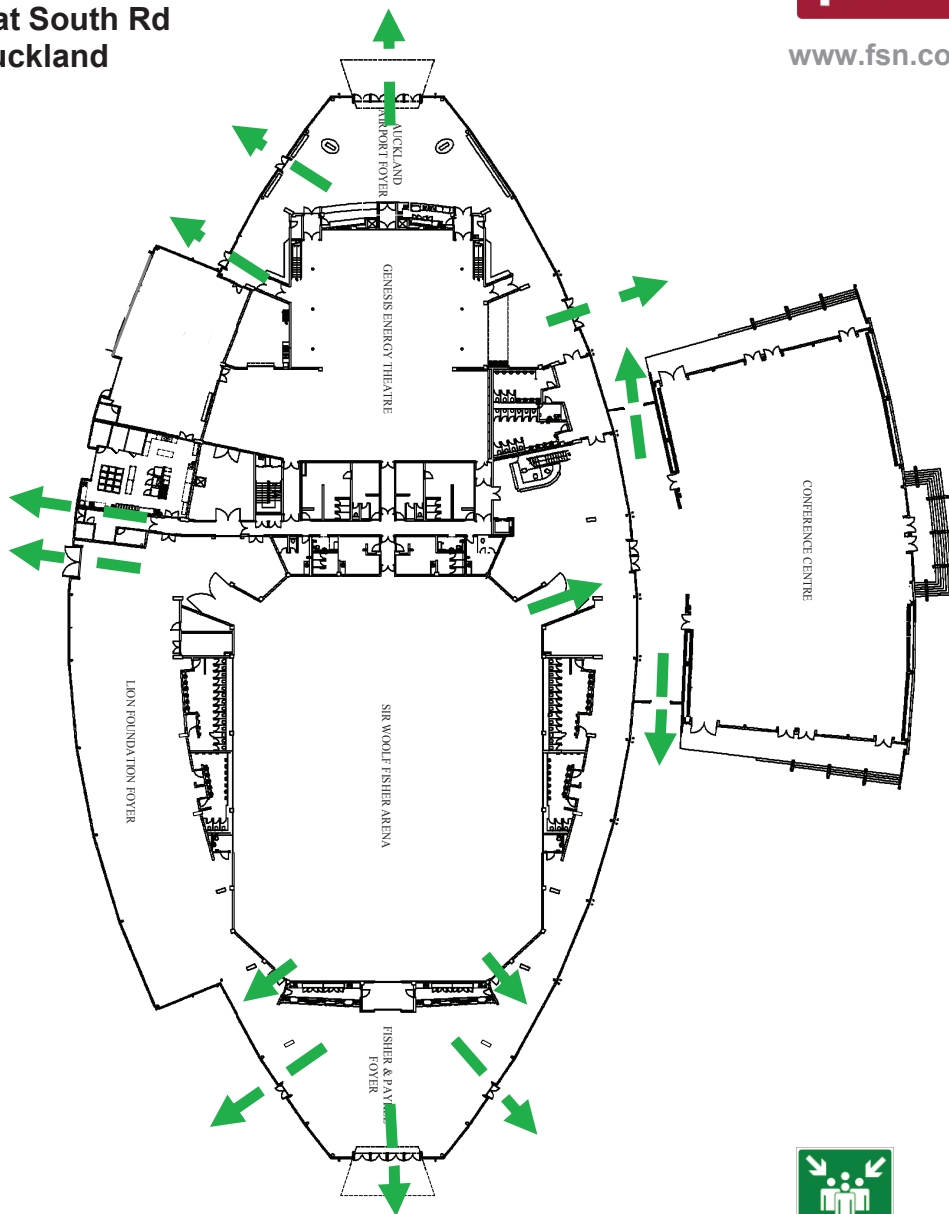
**Vodafone**  
Events Centre

770-834 Great South Rd  
Manakau, Auckland

**GROUND**



[www.fsn.co.nz](http://www.fsn.co.nz)



## On Discovering a Fire

Activate nearest Fire Alarm

Phone Fire Service "Dial 111" (from a safe area)

Evacuate the Building

Go to the Assembly Area

## If the Fire Alarm sounds

Evacuate using the nearest Fire Exit

Follow all instructions given by Wardens

Help disabled people to a safe area

Go to the Assembly Area

## REMEMBER !

DO NOT :

✗ RUN

✗ CARRY FOOD/DRINK

✗ USE THE LIFT