

## Risk Assessment Management Form

The following information is provided to help schools and teachers plan an excursion to Wellington's Westpac Stadium on a **non-event day**. An electronic copy of the RAM Form can be found at <http://www.westpacstadium.co.nz/>.

Whilst all possible care will be taken to ensure the safety of students and accompanying adults to Westpac Stadium, teachers and caregivers are responsible for their students and accompanying adults at all times.

VENUE NAME	Westpac Stadium
LOCATION	Waterloo Quay, Wellington
CONTACT	Stadium Reception
EMAIL	<a href="mailto:info@westpacstadium.co.nz">info@westpacstadium.co.nz</a>
WEBSITE	<a href="http://www.westpacstadium.co.nz/">http://www.westpacstadium.co.nz/</a>
PHONE	+64 4 473 3881
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The purpose of this risk assessment is to identify;

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control or minimise the extent of an injury

Stadium staff are trained to provide emergency response and evacuation procedures. In the event of an emergency please follow the instructions of your tour guide and stadium staff at all times. Supporting information can be found on our website at <http://www.westpacstadium.co.nz/visitor-info/>.

First Aid kits are readily accessible throughout the stadium areas. Please ask your tour guide or stadium staff for more information.

Hazard Identified	Potential Harm	Hazard Control	Action
Student specific ailments	Bodily harm, spread of illness	School teachers must disclose any medical ailments of individual students prior to the visit. Teachers are solely responsible for students and their medical needs during their visit.	Teachers are to administer medication based on the students individual needs. In an emergency please advise your guide or stadium staff member who will contact emergency services.
Separation from group, getting lost	Injury, threatening circumstance	We recommend discussing this with your students prior to your visit.  If feeling threatened by another person, students should walk away and seek assistance from stadium staff.  It should be noted that contractors and members of the public are likely to be present at the stadium.  Teachers are to ensure that the correct level of supervision is provided. Teachers are solely responsible for the overall safety of the students.  Any student leaving the main group for any reason must advise the teacher and be accompanied by an adult appointed by the school.	If a student is unaccounted for, the teachers must notify the tour guide who will organise an initial search of the immediate area.  If not found, the tour guide will notify stadium staff who will conduct a thorough search according to the lost children policy. Teachers are to ensure that their school policy relating to lost children is followed.  Stadium staff will contact the Police if necessary.
Uneven and varying floor surfaces, displays, equipment	Slips, trips, falls, bodily harm, bruises, cuts, burns	Your tour guide will warn of potential hazards.  Students and school teachers are to take care to avoid trips, falls and injury by walking in a calm, orderly manner at all times and being mindful of objects and other people around them.	All slips, trips, falls and collisions with objects and other persons must be reported to your tour guide or stadium reception. An assessment will be made and an incident report may be completed for a 'near miss' or 'unsafe act'.  For minor accidents your tour guide must be notified who will in turn notify stadium staff. First aid will be administered on-site if necessary and an Incident Investigation report will be completed by stadium staff.  For serious harm or injury requiring medical attention, school teachers are to notify the tour guide immediately who will in turn notify stadium staff. Stadium staff will contact emergency services and first aid may be administered on-site in the first instance. A full investigation will be undertaken into the accident which may require further requests for information and follow up interviews.

<p>Stairs, escalators, lifts</p>	<p>Trips and falls, bodily harm</p>	<p>All stairs and escalators have handrails. All lifts have door sensors and emergency phones.</p> <p>Students and school teachers are to take care to avoid trips, falls and injury when using stairs, escalators and lifts.</p> <p>Stadium staff are trained in first aid.</p>	<p>All trips, falls and injuries must be reported to your tour guide or stadium reception. An assessment will be made and an incident report may be completed for a 'near miss' or 'unsafe act'.</p> <p>For minor accidents your tour guide must be notified who will in turn notify stadium staff. First aid will be administered on-site if necessary and an Incident Investigation report will be completed by stadium staff.</p> <p>For serious harm or any injury requiring medical attention, school teachers are to notify the tour guide immediately who will in turn notify stadium staff. Stadium staff will contact emergency services and first aid may be administered on-site in the first instance. A full investigation will be undertaken by stadium operations into the accident which may require further requests for information and follow up interviews.</p>
<p>Vehicle Traffic (vehicle ramp, concourse, plaza and bowl ring road), Maintenance and Operational Equipment</p>	<p>Bodily harm, collision, bruises, cuts, burns</p>	<p>Students and school teachers are to take care to avoid injury by ensuring the group stay on designated paths, follow instructions from your tour guide and signage, and walk in an orderly manner at all times.</p> <p>Vehicle lanes are clearly marked on roads and ramps and pedestrian lanes are clearly marked on the vehicle ramp.</p> <p>Strict 10km/hr (crawling speed) and directional limits are in place throughout the stadium property from the car park right throughout the concourse and ring road. All are clearly signposted.</p> <p>Pedestrian crossings, speed humps and barrier arms are in place throughout the bowl ring road and vehicle ramp.</p> <p>Security CCTV cameras record all vehicles entering the site.</p>	<p>All incidents involving vehicles must be reported to your tour guide or stadium reception immediately, whether resulting in injury or not. An assessment will be made and an incident report may be completed for a 'near miss' or 'unsafe act'.</p> <p>For minor accidents your tour guide must be notified who will in turn notify stadium staff. First aid will be administered on-site if necessary and an Incident Investigation report will be completed by stadium staff.</p> <p>For serious harm or any injury requiring medical attention, school teachers are to notify the tour guide immediately who will in turn notify stadium staff. Stadium staff will contact emergency services and first aid may be administered on-site in the first instance. A full investigation will be undertaken by stadium operations into the accident which may require further requests for information and follow up interviews.</p>

<p>Emergency, natural or unnatural disaster</p>	<p>Injury, bodily harm</p>	<p>All Westpac Stadium tour groups are introduced to evacuation procedures and shown relevant fire exits.</p> <p>Stadium staff includes trained Emergency Wardens and First Aid Officers.</p> <p>In the event of alarm activation (continuous rise and fall siren) or other emergency, your tour guide and stadium staff will provide instructions and assistance. School teachers are expected to assist with assembling the group for evacuation and check that all students are accounted for.</p>	<p>Stadium staff will manage an evacuation from the building.</p> <p>In the event of alarm activation (continuous rise and fall siren), follow the instructions of your tour guide and stadium staff, and immediately leave the building by the nearest safe exit.</p> <p>In the event of an earthquake drop to the ground, take cover and hold on. Do not evacuate (unless instructed to do so). Wait for the shaking to stop then follow the instructions of your tour guide and stadium staff.</p> <p>All visitors are to follow the instructions provided by stadium staff at all times.</p>
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**If any further information is required please contact:**

Westpac Stadium Reception  
Wellington Regional Stadium Trust  
PO Box 2080  
Wellington 6140  
New Zealand

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Email: [info@westpacstadium.co.nz](mailto:info@westpacstadium.co.nz)