

Te Awamutu Space Centre

Risk Assessment and Management for Group Visits

Organization: _____ Trip Leader: _____

Visit Date: _____ Completed and communicated by: _____

Hazard identification	Prevention and minimization
Accident, injury or illness .	Identify First Aid certificate holders at the start of the trip. Bring portable first aid kit(s) and make sure all leaders know where they are. Additional first aid supplies are available at the Space Centre. Trip leader ensures they have a fully charged, working cell phone for the trip. Other adults with working cell phones are identified. Isolate any ill children or adults. Call for help if required. Record any accidents or illnesses during the trip, to be recorded in the accident register of the organization and/or Space Centre.
Ensuring all group members are present and well managed.	Determine appropriate ratio of adults to children. At the Space Centre we recommend at least 1/5 for preschoolers, 1/7 for primary students and 1/20 for high school students. Sign in on roll at start of trip and out when leaving.
Driving to and from venue.	Ensure children are strapped into approved child restraints when travelling to and from the venue.
Carpark and roads near Space Centre.	Manage children closely when exiting vehicles and moving into the Space Centre building. We are next to State Highway 3, a busy road. Be mindful of other traffic in the carpark area.
Inside the Space Centre	Please ensure children are closely managed at all times. Running is not permitted inside the building. There are many computer monitors and other electrical equipment so appropriate care is required. Do not climb under tables or behind displays.
Any other hazards:	

Water, toilets and nappy changing facilities are available.

Signature: