

Safety Information

This section contains safety information specific to your TNTC visit. In order to ensure that your visit is fun, successful and safe you should do the following:

1. **Inform your students of the behaviour expectations and necessary equipment they need to bring on their tour.**
 - Involve your students in planning their visit. Students should be encouraged to identify behaviour that could be dangerous or unacceptable in relation to themselves, TNTC staff, other visitors or the TNTC property. Appropriate rules and behaviour codes should then be developed. Any student who continuously disrupts the group's learning experience will be asked to leave the tour with a supervising adult.
 - Equipment that you may want students to bring is raincoats and warm clothing for poor weather and a lunch/snack item for after the tour.
 - Complete pre-visit learning activities with students

2. **Organize levels of supervision of at least a 10:1 student to adult ratio.**

However, refer to your Board of Trustees or Governing Body's requirements as they might have a lower student to adult supervision ratio. TNTC expects supervising adults to accompany children at all times as there are water hazards on site.

3. **Complete a risk analysis and management form (RAMs) for your TNTC visit.** To aid in your planning a partially completed RAMs form is attached. By applying your specific information to this model you should save yourself planning time.

4. **Make sure that you obtain the following items before your trip:**
 - First Aid kit
 - Permission slips
 - Class roll
 - Medical information

5. **A fishery ranger will meet you and your class at the TNTC carpark at the designated start time for your tour.**

If we can help further please contact us on:

Phone: (07) 386 8607

Email: tdepetris@doc.govt.nz

RISK ANALYSIS AND MANAGEMENT FORM

Site: Tongariro National Trout Centre

Date of visit: _____

	RISK	MANAGEMENT	EMERGENCY
PEOPLE FACTORS	<p>Special needs students:</p> <p>Supervisory ratio:</p> <p>Students needing medication:</p>	<p>Teacher aide may be required. Notify the educator of any requirements for special needs on 07-386-9246.</p> <p>Group lists. Supervisors aware of rules and behaviour code.</p> <p>Medication carried by supervising adult.</p>	<p>Staff trained in first aid at TNTC.</p>
ENVIRONMENTAL FACTORS	<p>Low temperatures</p> <p>Rain</p> <p>Hot and sunny</p> <p>Water hazards</p>	<p>Obtain weather report prior to visiting.</p> <p>Bring jersey, wind shell and hat.</p> <p>Bring rain gear (umbrellas supplied by TNTC).</p> <p>Bring sun hats, sunscreen and water.</p> <p>Explain the risk of water hazards with students and discuss appropriate measures to avoid hazards.</p>	
EQUIPMENT FACTORS	<p>Transport arranged</p> <p>Inadequate clothing</p> <p>Need pens/pencils</p>	<p>Re-confirm booking/check time of arrival OK.</p> <p>Check student clothing and equipment before leaving school.</p>	<p>Call Department of Conservation reception on 07-386-8607 if you are going to be late.</p>



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Te Papa Atawhai



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