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## **Risk Analysis Management Plan For Schools.**

All schools visiting Nga Manu are required to meet the criteria laid out in their schools own policy regarding visits outside the schools grounds. This is a requirement that the school management and trustees are required to have in place. All staff and students are to be aware of the policy prior to a visit to Nga Manu.

### **Overview:**

Nga Manu Nature Reserve in Ngarara Road Waikanae is an area of approximately 14 hectares and includes areas of wetlands, waterways (ponds), bridges, walkways, bush, buildings, car park, and general facilities. Risks are those that would be found in any outdoor environment and with common sense and adequate supervision relevant to the age group and the schools own requirements these risks are minimal.

We have had no major instances of harm or injuries reported since the trust has been in operation, which is since 1974. Nga Manu is able to accommodate persons in wheelchairs and able body persons.

### **Staff:**

During your visit staff are available at the Information Centre to answer any concerns that visitors may have. Access is available to:

- First Aid.
- Telephone.
- Emergency services.

There is a medical centre and emergency services within 5Km of the reserve.

### **Pre-trip visit:**

The trip organiser or person leading the group visit is welcome to visit and inspect Nga Manu Nature Reserve facilities prior to the group visit.

### **Pre visit discussion:**

It is recommended that the trip organiser explains to the students and others visiting Nga Manu that they are visiting an outdoor environment and should dress and behave accordingly to minimise the potential of any risk, be it perceived or real. As teachers are aware of the individual students needs and behaviour that may not be apparent or known to Nga Manu staff, we require the teaching staff to take what action is appropriate relevant to the situation.

**Weather:** Generally mild winters with some rain. Summers warm, breezy at times.

**Clothing:** Appropriate outdoor clothing for the time of year and weather forecast.

**Footwear:** Sound footwear. No open footwear or bare feet. Gumboots are required for wetlands studies.

**Supervision Ratios:**

Dependant on the age of students. Schools have their own ratios as required by school management. Five children to one adult is our preferred ratio, (5:1).

**Food & Drink:**

It is recommended to bring sufficient food and drink to meet the individual's needs for the duration of your visit. Refreshments are available for purchase, but we do not have a café on site. A drinking fountain is located outside the Information centre, by the sculpture.

**Toilets:**

Toilet and hand basins are available in the Information Centre and outside in the Reserve on the way to our eel feeding pond. Drinking water is available at the drinking fountain by the statue outside the Information Centre.

**Pest and Predator control:**

Regular trapping and bait station sites are set-up within the reserve. These are away from the public areas and either locked or installed in such a manner as to allow ease of access to pests and predators only. Do not touch any dead carcasses.

**Hygiene:**

Prior to handling any food, visitors are advised to wash their hands. Soap, towels and/or hand-dryers and running water are available inside the Information Centre.

**Bird feeding:**

When hand feeding any birds, visitors should wash their hands. Soap, towels and/or hand-dryers and running water are available inside the Information Centre. Please feed birds away from the Visitors Centre. Walk-in enclosures - birds may land on your head or shoulders. Treat all the birds and animals with respect – do not let children chase or try to pick the birds up.

**Parent help:**

All parent help is to be aware of the visiting schools requirements plus this document and their responsibilities.

*Nga Manu Nature Reserve is a safe outdoor learning environment. We ask all visitors to use common sense and stay on the pathways and walkways provided.*

*The actual level of risk at Nga Manu Nature Reserve is low and in many instances not a lot different to that found in the majority of school environments.*

*Any instances of the following or any other emergencies should be communicated to a staff member so appropriate action can be put in place to deal with the situation.*

*All the following are preventable, however should an injury or incident occur please inform a staff member. We will endeavour to investigate the situation with a view to prevention. If you perceive or are aware of a possible risk situation not listed below please inform a staff member.*

<b>Risk</b>	<b>Solution</b>
Sunburn	Wear: sun hats, sun block, suitable clothing, Shaded areas available.
Dehydration	Bring adequate refreshment, utilise drinking fountain.
Cuts and scratches	Handle plants with care; do not run your hand or fingers along plant edges.
Foot injury	Adequate footwear for outdoor walking, open toe shoes or bare feet not recommended.
Drowning	Do not climb over railings or fool around by pond or waterways. No person is to enter any water way or pond at the Reserve.
Getting Lost	A Reserve map showing walkways is handed to all teachers and parent helpers. Visitors are advised to stay on the walkways. Signage is around the Reserve.
Bee, wasp, mosquito stings or bites	Avoid contact with bees and wasps. Bring insect repellent.
Car Park	Be aware of vehicle movement, do not congregate in the car park, move from there into the reserve in an orderly fashion.
Staff only areas	Do not access these areas unless accompanied by a staff member. Do not enter any roped off areas.
Ground vehicles and tools	Do not interfere with any tools, equipment or machinery that you may come across around the reserve.
Disease	Wash hands prior to food handling. Cover any open skin. Carry out personal hygiene.
Falling	No person is to climb any trees or climb over any barriers. Students under the age of 15 years are to be accompanied by an adult when visiting the Lookout Tower.
Poisoning	No person is to force open any locked enclosure or container found anywhere. All persons to stay on the public walkways. Do not attempt to eat any plants, fruits or berries. Do not touch stinging nettles growing onsite in our Butterfly Garden or anywhere in the Reserve. Respect any fences, barriers or chains.
Fright, collision with objects	The nocturnal house is a dark environment and visitors should enter slowly and let their eyes adjust to the light levels. Keep noise levels to a minimum.
Hyperthermia	Adequate wet weather clothing is required if the forecast is for rain.
General injury	Walk, do not run.
Eel Feeding	Only qualified staff are to feed the eels.

Our Conservation Education Centre is available to be booked for school group visits. The centre offers indoor learning and shelter regardless of the weather and allows groups to visit and enjoy the reserve year round.

Dave Banks  
Manager  
Nga Manu Nature Reserve