EOTC Risk Assessment and Supervision: Visit to Sanctuary Mountain® Maungatautari

Note: This general safety plan covers onsite activities relating to the Sanctuary Mountain Maungatautari (SMM) Conservation Education Programme. Risks associated with transportation or activities prior to being onsite are not covered.

Harm What could go wrong?	**Hazard** Why would this happen?	**Risk rating** How serious?	**Controls** How can it be prevented? First try to Eliminate, then Minimise the risk through hierarchy of controls	**Check:** Controls implemented? By who?	**Residual Risk Rating?**
VECHICLES, CAR PARKS & SHARED PATHS					
Fatality/ serious injury caused by vehicle	Visitors walking in carpark and shared paths with vehicles	High	**School Actions:** • Park in dedicated car parks, ensure students are supervised walking into the education centre from the carparks. • Set clear behavioural expectations to group when walking from carpark, ensure students keep to the paths and take care crossing roads **SMM Actions:** • Listen for vehicles when on paths, move students to a safe area if staff vehicle is approaching on access roads	TIC Lead Educator	Medium
WEATHER CONDITIONS – MOUNTAIN ENVIRONMENT					
Fatality/ serious injury	Severe weather conditions – High winds, heavy rain or storm conditions which can lead to treefall	High	**School Actions:** • Check weather predictions for the day of the trip. • SMM educator and TIC – discuss decision to postpone or cancel the trip. Decisions by 12 noon the day before the trip (or before the cut off time agreed with the organising teacher). Final decisions made by 7:30am **SMM Actions:** • **Severe weather/wind policy in place -** wind gusts reach 70km/hr, activity to be cancelled. Included in the pre-visit information	TIC Lead Educator	Medium

			• SMM educator or TIC may terminate activities at any time if the conditions are not safe to continue (wind gusts reach 70km/hr). Return to safe area. • Cancel activities and return to shelter e.g. education centre, visitor centre or bus **Metservice:** • https://www.metservice.com/rural/regions/waikato • https://www.metservice.com/warnings/severe-weather-outlook • https://www.metservice.com/maps-radar/rain/forecast/3-days • https://www.windy.com/-38.065/175.559?-38.187,175.559,10		
Exposure to adverse weather (cold, wind, rain, heat) without appropriate clothing or shelter.	Participants experience discomfort, anxiety, reduced enjoyment, distraction, mild cold or heat stress, hypothermia or heat-related illness (where exposure is prolonged).	High	**School Actions:** • Provide a list of what to bring to participants (information provided in pre-visit information) • Ensure participants are adequately prepared before leaving for the trip: Appropriate clothing, footwear, food, water, rainproof jacket, sunhat, sunscreen • Teachers/helpers to monitor students for signs of hypothermia, distress, heat related illness **SMM Actions:** • Information on what to expect and what to bring included in the pre-visit information • SMM Educators to ensure shelter/ and or shade is available • SMM Educators all first aid trained	TIC Lead Educator	Medium
Participants not adequately prepared for weather conditions (e.g. inappropriate clothing or lack of shelter).	Participants experience discomfort, anxiety, reduced wellbeing, or weather-related illness if exposure is prolonged.	Medium	**School Actions:** • Advise students to let an adult know if they are not feeling well or not feeling comfortable at any time. • Ensure adequate adult supervision is available to assist with student who is not feeling comfortable **SMM Actions:** • Information on what to expect and what to bring included in the pre-visit information • SMM Educators to ensure shelter is available • SMM Educators all first aid trained	TIC	Low
MEDICAL INCIDENT OR EMERGENCY					

Medical incident to visitor on the maunga	**Existing heath** conditions of students/ adults e.g. asthma, diabetes, allergies, **Anaphylaxis,** heart condition, existing injury or mobility issue.	High	**School Actions:** • Teachers aware of any medical conditions including allergies (students and adults) and provide details on booking form • Teachers/adults/students bring adequate medication to treat allergy • Bring parent of student at risk of medical emergency to monitor student • Check suitability of parents, teachers, students to do activities i.e. fitness levels • Inform students to let an adult know immediately if they are not feeling well, need rest, water, shelter, toilets or have hurt themselves in any way **SMM Actions:** • Check form for details of students at risk of medical emergency • Alter programme, if necessary, from any situations that may put the person at risk • Report wasp nests so they can be avoided and destroyed • Advise students to keep calm around bees/ wasps. Leave the area • SMM educators first aid trained. • First aid kits carried by educators. • Defibrillator available at the visitor centre.	TIC Lead Educator	Medium
Minor incident/ injury	**Slips, trips and falls** - Knocks, scrapes, minor cuts, grazes and sprains from uneven surfaces, tracks, exposed tree routes, and gravel	Medium	**School Actions:** • TIC/Students advise participants to wear sturdy closed footwear in pre-visit doc (crocs, slides and jandals not suitable) • Students to be monitored to ensure they are not playing or climbing on fences, gardens, water tanks, railings, or signs • Ensure students listen to and follow instructions through the visit **SMM Actions:** • Advise participants to stay on the track and walk, don't run, do not trip or push others	TIC Lead Educator	Low

			• Inform participants of potential hazards in each area or activity e.g. wet grass, uneven surfaces, taking care going through turnstiles and gates		
Major incident/ injury	Major fall from tower, fences, resulting in broken bone	High	**School Actions:** • TIC/Students advise participants to wear sturdy closed footwear in pre-visit doc • Students to be monitored to ensure they are not playing or climbing on fences, gardens, water tanks, railings, or signs • Ensure students listen to and follow instructions through the visit **SMM Actions:** • Advise participants not to climb on the tower, trees, gardens, water tank, railings, fences or signs • Inform participants of potential hazards in each area or activity	TIC Lead Educator	Medium
Animal bite	Injury to student/visitor due to animal bite	High	**School Actions:** • Students to be monitored to ensure they are not touching wildlife • Ensure students listen to and follow instructions through the visit **SMM Actions:** • Advise participants not to touch any of the animals e.g. tuatara, kākā or takahē	TIC Lead Educator	Low
Major incident - Drowning	Participant falling into a waterway (water tank, wetland pond or stream)	High	**School Actions:** • Expectations of ratios covered in pre-visit doc • Ensure adequate ratios of adults to students (ideally no more than 1:5) and school to ensure 1:1 for students who require teacher aide or parent to be with them. • Ensure students listen to and follow instructions through the visit • Accompanying adults must supervise students close to water and keep them back from water's edge **SMM Actions:** • Set clear expectations and boundaries to TIC and group.	TIC Lead Educator	Medium

			○ Advise participants of risk and safe distance from water source ○ Students not to climb on water tanks and to stay on tracks to keep away from waterways ○ Advise group when on the bridge or at the pond, ensure students keep both feet on the ground.		
Exposure to infectious diseases through close contact with other participants, staff or visitors.	Illness, transmission of infection, absence from work or school, serious illness for vulnerable individuals from a person who is unwell comes on the trip.	High	**School Actions:** • Do not bring anyone on the trip that is unwell • Continue with good hygiene practices. **SMM Actions:** • Hand sanitiser will be available for use.	TIC Lead Educator	Medium
Exposure to Bird Flu HPAI A(H5N1)	Exposure or spread of HPAI due to contact with sick or dying infected birds.	High	**School Actions:** • TIC is aware of HPAI risks and understands controls in place to keep visitors safe as provided in pre-visit information • TIC to ensure students and adults have clean footwear prior to visit • Ensure students listen to and follow instructions through the visit **SMM Actions:** • Signage covering HPAI risks and controls in place • Reinforce instructions around reducing risk in H&S briefing ○ Keep hands to ourselves, do not touch wildlife, bird feeders, or collect feathers ○ Do not touch dead or dying birds, report to SMM staff ○ Good hand hygiene is encouraged, especially before eating, ○ Hand sanitiser available for use ○ Boot washing stations available • Programme may be adjusted depending on situation i.e. Takahe feeding / wetland tour may cease, or track closures may take place	TIC Lead Educator	Low

Poisoning / exposure to poisons	Poisoning of participants via handling/consumption of poisons or via contact with herbicide sprays.	High	**School Actions:** • TIC aware of risks as covered in the pre-visit information and understand controls in place • Ensure correct supervision numbers • Ensure students listen to and follow instructions through the visit **SMM Actions:** • Poisons covered in the H&S briefing • Poisons stored correctly i.e. within bait stations. • Spraying coordinated for days when education groups are not present. • Presence of poisons highlighted to the group and covered in H&S briefing • Participants advised not to touch any of the bait stations.	TIC Lead Educator	Medium
Entrapment	Injury to participants via interference with DOC traps or Victor Rat traps	Medium	**School Actions:** • TIC aware of risks as covered in the pre-visit information and understand controls in place • Ensure correct supervision numbers • Ensure students listen to and follow instructions through the visit **SMM Actions:** • Traps covered in the H&S briefing • Traps stored within trap boxes. • Presence of traps covered in H&S briefing • Participants advised not to touch any pest control devices.	TIC Lead Educator	Low
Exposure to harmful vegetation along tracks or activity areas (e.g. ongaonga, bush lawyer,	Minor to moderate injuries including cuts, scratches, stings, skin irritation, allergic reactions or eye injuries.	Medium	**School Actions:** • TIC aware of risks as covered in the pre-visit information and understand controls in place • Ensure correct supervision numbers • Ensure students listen to and follow instructions through the visit **SMM Actions:**	TIC Lead Educator	Low

blackberry, gorse).			• Harmful vegetation removed from walking tracks by SMM. • Harmful vegetation covered in H&S briefing • Participants required to stick to walking tracks.		
I**ntroduction of pest species, weed seeds or pathogens into the sanctuary through people, equipment or personal belongings.**	Biosecurity breach resulting in harm to native wildlife and ecosystems, increased pest management, and compromise of conservation outcomes.	Medium	**School Actions:** • TIC aware and understands Biosecurity requirements from the pre-visit information • Assists educators to check bags before entering enclosures and assist with gate entry **SMM Actions:** • Educator briefs school on expectations around shoes, clothing, bags of students to be free of dirt, mud, grasses, seeds • Students to check bags for the presence of pest species before entering any enclosures. • Pedestrian gates are opened one at a time to ensure pests do not access the sanctuary.	TIC Lead Educator	Low
CIVIL DEFENCE EMERGENCY					
Fatality/ serious injury	Fire	High	**School Actions:** • TIC aware that Sanctuary Mountain is a smokefree environment. • TIC listen and follow instructions of Educators in event of a fire **SMM Actions:** • Buildings have smoke alarms and BWOF • Fire evacuation and actions covered in H&S briefing • Educators to carry radio and mobile phone to notify group of emergencies, action to take, and to receive Civil Defence alerts.	TIC Lead Educator	Medium
Fatality/ serious injury	Earthquake	High	As above. **DROP** – drop to the floor **COVER** – seek sturdy overhead protection such as a desk or table **HOLD** – hold on to the protection you've chosen After the shaking stops, evacuate the building and go to the assembly point area.	TIC/Lead Ed	Medium

MISSING PERSON DURING THE TRIP ACTIVITIES AT MAUNGATAUTARI					
Participant becomes separated from their group or becomes lost while at Sanctuary Mountain Maungatautari.	Distress or anxiety, exposure to environmental hazards, dehydration, weather exposure, delayed medical treatment if injured, search and rescue response. **Contributing Factors** - Participant leaves the group without informing the supervising adult (e.g. toilet break, wandering off). - Inadequate supervision or no adult assigned to the rear of the group. - Language or communication barriers. - Participant does not understand or follow instructions. - Participant is unable to maintain the group's pace due to age, fitness, mobility or a medical condition. - Group becomes spread out on tracks.	Medium	**School Actions:** • Ratio of supervising adults meets requirements of school. Students with additional needs have 1:1 support. • Ensure clear lines of communication within the group. E.g. If a student needs to be taken to the toilet, inform the SMM educator • Know the numbers in the group. Count students before moving/ changing activity • Teachers and adults to let educators know if something happens that means they have to leave the group – covered in briefing • Teacher/ adults to enforce instructions • Ensure groups have a male and female adult – especially with groups of older students, where possible • Buddy up ESOL person with English speaker/ teacher aide. **SMM Actions:** • Educators to carry radios at all times • Educators to point out the exit path • Know the numbers in the group. Count students before moving/ changing activity. Appoint a tail end supervisor for every group/ activity. • Discuss difficulty of terrain/ programme, ensure communication with tail end adult. • SMM educators and teachers discuss a new plan if group is struggling	TIC Lead Educator	Low

	- Poor visibility or multiple track intersections.				
ABUSIVE/ INAPPROPRIATE BEHAVIOUR FROM PUBLIC					
Inappropriate behaviour from members of the public.	People's inappropriate behaviour e.g. drinking alcohol, smoking, high, swearing, aggression.	Low	**SMM Actions:** • Remove group from the area immediately if inappropriate situation arises • Regroup at agreed site e.g. event centre, visitor centre, education centre or on the bus. • Report situation to visitor centre, H&S Manager, CEO as required	Lead Educator	Low
ACCUSATIONS OF ABUSE WITHIN THE GROUP					
Situations where appropriate professional boundaries or child safeguarding practices are not maintained.	Risk of harm to a child, allegations of abuse or misconduct, distress to those involved, reputational damage, and legal or disciplinary consequences.	Medium	**School Actions:** • Always ensure another adult is present or go to toilet breaks in groups. **SMM Actions:** • All educators undergo police checks • Always ensure another adult is present or go to toilet breaks in groups. • Avoid one-on-one situations where possible; remain within sight or hearing of others • Use careful judgment regarding physical contact when helping students. Avoid if possible. • Any concerns reported immediately to Manager	TIC Lead Educator	Low
LOST OR DAMAGED PROPERTY OR EQUIPMENT					
Personal belongings or programme equipment are lost, misplaced or damaged during the visit.	Financial loss, disruption to activities, inconvenience, and reduced participant experience.	Medium	**School Actions:** • Set clear expectations regarding appropriate behaviour in a sanctuary environment following the environmental care code, biosecurity and ensuring that property at Sanctuary Mountain and personal property is respected. • Ensure students are always supervised. • Advise groups not to bring valuable personal items. **SMM Actions:**	TIC	Low

			• Allocate secure storage for bags and equipment where practicable.	Lead Educator	
Damaged property/ equipment.	Inappropriate use of equipment or forgetting gear left at activity area.	Medium	**School Actions:** • Set clear expectations regarding appropriate behaviour in a sanctuary environment following the environmental care code, biosecurity and ensuring that property at Sanctuary Mountain and personal property is respected. **SMM Actions:** • Provide instructions for appropriate use of equipment. • Educators may ask that participants are removed from an activity if behaviour is unsafe, inappropriate or causing harm to others or the environment. • Remind groups to check they have all their gear before leaving an area.	TIC Lead Educator	Low

Completed by:	Rachael Goodall			**Date:**	July 2026		
Reviewed:	Phil Margetts (Lead Educator)	**Date:**	July 2027	**Approved:**	Rachael Goodall (People, Safety and Culture Manager)	**Next review:**	July 2027

Specific Event and Site: _____ By: _____ Date: _____

Site Specific Hazards -What else could go wrong at this site?	**Management** – How can we control this?
Specific Hazards on the Day -What could go wrong at this site: 1. On this day (weather etc.) 2. With these people (participants, staff, parents, etc.?)	**Management** – How can we control this?

Supervision Requirements: _____ By: _____ Date: _____

Consider the risk assessment and the staffing requirements to manage the controls.

1. **Roles and competency:** Identify the **roles and competencies** required for the event.

Role name	Police Check?	First Aid?	Skill/ Qualification/ Experience	Induction and/or training?
Lead Educator - SMM	**Required**	**Required**	**Group management, familiar with Sanctuary Mountain site.**	**H&S**
Phil Margetts	Yes	Exp.23/01/2028	Lead educator Sanctuary Mountain Maungatautari Oct 2023 – present. Classroom teacher Wesley Primary School 2010 - 2018	Yes
Teacher in Charge				
Teachers				
Driver(s)				
Adult supervisors				

2. **Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention.

Health (e.g. asthma, allergies, medical conditions, current injury, toileting needs)
Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/ untrustworthy)
Capabilities (e.g. fitness level, physical disability, accessibility to site)

3. **Staffing and Supervision Structure:** Specifically describe the **supervision structure** required for the event.

Supervision structure (includes allocation of roles and allocation of students to supervisors). *e.g. Number of groups and size, number of supervisors/ leaders per group, leaders not directly supervising a group and their role.*

Completed by:		**Date:**		**Approved:**		**Date:**	

Additional Information

The teacher in charge of a visiting school group is strongly advised to:

- Visit Sanctuary Mountain prior to bringing students on a trip. Please contact the education co-ordinator to arrange this free of charge at education@maungatrust.org.
- Comply with school BOT policy regarding student to adult ratios. Do not include Sanctuary Mountain educators as supervisors for your trip.
- Advise Sanctuary Mountain Maungatautari staff of special medical, behavioural, non-binary or accessibility needs of participants prior to the trip.
- Ensure all students, supervising adults and teachers have been thoroughly briefed as to the purpose of the trip, roles, responsibilities, possible hazards and behavioural expectations. Ensure adult supervisors have appropriate fitness level for the trip.
- Check all participants have appropriate personal gear for the trip before leaving school including clothing appropriate for the conditions, lunch, water bottle, sun protection, sturdy closed footwear (crocs, slides, and jandals are not appropriate footwear), rainproof jacket with a hood and any personal medications.
- Bring school safety action plans and incident reporting forms. Bring a list of all participants (students and adult supervisors), contact details and medical information.
- Leave trip approval, intentions, contact details and class list with the school office.
- Bring a well-maintained first aid kit and carry this with you.
- At least one person in the group with a current first aid certificate.
- Carry a fully charged mobile phone in case of emergency e.g. need to call parents, school or emergency services.
- Ensure any personal medications are always carried.
- Bring an extra vehicle for use in an emergency e.g. bring a car as well as the bus.

Sanctuary Mountain Maungatautari staff responsibilities include:

- Educators to always carry a radio and mobile phone.
- Carry a basic first aid kit.
- Hold a current first aid certificate.
- Abide by Sanctuary Mountain Maungatautari health and safety standards.
- Abide by Sanctuary Mountain Maungatautari Safe Education for Children policy.
- Report incidents and near misses using Sanctuary Mountain Maungatautari HRA incident reporting procedures.

Skills required by Sanctuary Mountain Maungatautari staff:

- Current first aid certificate.
- Confidence in working with groups in outdoor environments (experience with guiding groups and/or teaching or educator experience).
- Ability to give clear instructions.
- Ability to manage participants.
- Good knowledge of the environment and tracks at Sanctuary Mountain Maungatautari.

CRISIS MANAGEMENT PLAN

NO STUDENTS ARE ALLOWED CELL PHONE OR TABLET ACTIVITY DURING A CRISIS

Missing Person	Minor medical injury/ illness	Major medical injury/ illness	Fatality
• Stop the group and stay put. • Establish when the person/s was last seen and state of mind/body. • Priority to look after rest of group. • Alert Sanctuary Mountain Maungatautari educator and teacher in charge. • Sanctuary Mountain educator to carry out emergency procedure for 'lost visitor'. • Sanctuary Mountain Maungatautari educator will raise the alarm by contacting staff on the Sanctuary Mountain emergency contact list. • If unsuccessful, seek assistance from Emergency Services. Phone 111. Ask for police, Search and Rescue Waikato region.	• Stop the group and assess the situation. • Supervising adult to manage the rest of the group in a safe area. • School first aider to administer first aid with assistance from SMM education staff. • Move to or provide shelter if possible. • Teacher or parent could take person to GP at **Mahoe Medical Centre** in Te Awamutu. Ph: (07) 872 0923 Mega Centre 670/4 Cambridge Road *(Ensure adequate supervision and parent permission).* **Seek advice:** Healthline: 0800 611 116	• Stop the group and assess the situation. • Supervising adult to manage the rest of the group in a safe area. • SMM educator to activate 'Guided Tour Medical Emergency' procedure. **Emergency Services dial 111.** Ask for police, Search and Rescue Waikato region. **Provide address details:** 99 Tari Road, Pukeatua. • Contact visitor centre or send for assistance. • Apply First Aid and remain with the patient until ambulance arrives.	• Stop the group and assess the situation. • Supervising adult to manage the rest of the group in a safe area. • Look after the group – shelter, fluids, food. • Cover the body and create a "no-go" zone. • Advise Emergency Dept. • Emergency Police 111 • Activate "Emergency procedures". • Abandon the activity. • Allow for grieving. • Refer "Traumatic Incident involving death or severe injury" policy for your school.
INFORM THE SMM EDUCATOR, TEACHER IN CHARGE and COMPLETE INCIDENT REPORTING FORMS.			

EMERGENCY CONTACT NUMBERS:

Emergency services: 111

Ask for the police, Search and Rescue - Waikato Region

Details requested by emergency services:

Address: 99 Tari Road, Pukeatua – Sanctuary Mountain Maungatautari (Southern side of the mountain – Pukeatua)

Closest town = Te Awamutu (~30 minutes away)

Note: If the 111 call deems the incident serious enough that they call a Helicopter, the coordinates of this pad are:

NZMG: 2734900 E 6356500 N (to the nearest 100m)

Healthline NZ: 0800 611 116
Te Awamutu Medical Centre: (07) 872 0300 (after hours is diverted to Anglesea Clinic, Hamilton)

Mahoe Medical Centre in Te Awamutu: (07) 872 0923

Sanctuary Mountain Maungatautari contact numbers:
Phil Margetts (Lead Educator): 021 02328548

Visitor Centre: (07) 870 5180

The Sanctuary Mountain visitor centre is also equipped with a first aid kit and AED HeartSine samaritan® PAD Defibrillator