

# RISK ANALYSIS AND MANAGEMENT

**VENUE:** MOERAKI MARAE

	<b>Possible hazards</b>	<b>Risk Reduction Strategies</b>
<b>Parking and awaiting call onto marae</b>	Restricted parking immediately outside marae	There is a large parking area across the road where buses and cars should park. Movement from car park to marae gates need to be supervised as it involves crossing a road.  Once ready manuhiri assemble at the marae gates (off the road) at the beginning of the concrete area.
<b>Environment - outside</b>	Road proximity  Native planting in gully	Students should not venture onto the road unless supervised by staff. The concreted area in front of the wharenuī is a good place for activities. Kaiako to set boundaries at beginning of activities.  The gully area should be out of bounds unless a planting activity is organised.
<b>Environment - inside</b>	Wharenuī / Wharekai / Kitchen  Ablution area	Shoes are permitted in Wharenuī. If dirty please remove and store outside away from the door. Food should be eaten in the wharekai. Students should not use the kitchen.  If the fire alarm goes off evacuate and wait for the fire warden.  Very good facilities with showers and toilets in separate rooms. Students should not have access to cleaning cupboards.
<b>Activities off marae</b>	Moeraki Rocks, Kaika, office, etc	Adequate ratio of supervisors needed for all activities off marae site.
<b>Medical Issues</b>	Allergies to food or insect bites  Sunburn / exposure  Viral or other infections	Please inform facilitator of any food allergies when booking as food is provided after each powhiri.  Schools should ensure that students wear appropriate clothing including sun hats. Individual medication should be brought.  Manuhiri are requested not to visit the marae if they are unwell - this is especially important if staying overnight.
<b>Behavioural issues</b>	Unsafe behaviour	To date this has not been an issue. Facilitators and kaiawhina are aware of strategies appropriate for marae.  “Te tapu o te tangata” all people are special however if behaviours put others at risk then this should be dealt with in a culturally appropriate way which maintains the mana of the student, the marae and the school.

***A first aid kit will be available on the marae. In the event of an emergency on the marae the assembly area is in carpark across the road.***