

RISK ANALYSIS AND MANAGEMENT

VENUE: OTAKOU MARAE

	Possible hazards	Risk Reduction Strategies
Parking and awaiting call onto marae	On street parking	Buses can deliver students to the footpath beside the marae gates. Cars and buses can park across the road from the marae gate. Service vehicles can deliver to the marae kitchen from the top driveway. This is also good for wheel chair access.
Environment - outside	Wharenui, Wharekai, Wharekarakia, playground, urupa	The bridge between the Wharenui and Wharekarakia can get slippery when wet. An alternate path is back down to the gateway and up the path to the church. If visiting the urupa correct cultural practices must be followed. The playground is not visible from the marae and should be supervised during use.
Environment - inside	Stage, kitchen, mattress room	Shoes can be worn into the wharenui. Students should not go on to the stage or mattress room unsupervised. Students should only go into the kitchen if supervised. Everyone should wear shoes in the kitchen.
Activities off marae	Shell fish collecting, historical sites	Adequate ratio of supervisors needed for all activities off marae site.
Medical Issues	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.
Behavioural issues	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 is available on the marae. In the case of an emergency the assembly area is down the path at the entrance gateway.