

RISK ANALYSIS AND MANAGEMENT

VENUE: **PUKETERAKI MARAE**

	Possible hazards	Risk Reduction Strategies
Parking and awaiting call onto marae	Restricted parking for buses on Apes Road outside marae	Cars should drive up the driveway to the parking areas where there is plenty of space; however buses need to let passengers off immediately outside the marae waiting area. They will then need to park away from assembly area. All visitors should wait outside the waharoa (gateway) to be called on.
Environment - outside	Large marae area - lawn. Playground. Wharekarakia and Urupa	Once on the marae there is ample room for students to use which is visible from where. The alley way outside the side kitchen doors are out of bounds for students. The playground should be supervised during break times so that it does not have too many on at once. Students should only venture up to the church in a supervised group. Correct protocols must be followed if going to the urupa.
Environment - inside	Wharenuui, Wharekai, Kitchen Ablutions	No shoes to be worn in Wharenuui - the floor are very shiny so if students are in socks they should walk carefully. No students in the mattress room unless supervised by an adult. All people in the kitchen should wear shoes. No food to go into Wharenuui. Good ablution facilities with showers and toilets.
Activities off marae	Huriawa, Karitane beach, Waikouaiti river, Pa Harakeke at Orokonui	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 event of an emergency the assembly area is outside the gates in the arrival area.