



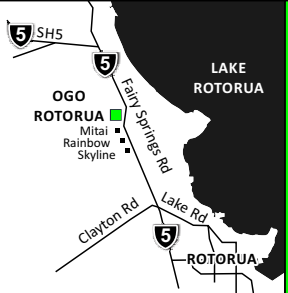
Teachers, please discuss these safety issues prior to your visit

# RISK ANALYSIS AND MANAGEMENT INFORMATION

<p>The purpose of this risk assessment is to identify:</p> <ul style="list-style-type: none"> <li>Possible hazards while a school group is on an excursion to OGO Rotorua.</li> <li>Measures that will eliminate, isolate or minimise these identified hazards.</li> <li>The action to control and minimise the extent of an injury.</li> </ul>	<p><b>Suggested Time Allotment:</b></p>	
	10 pax	30 mins
	30 pax	45 mins
	60 pax	60 mins

Hazard Identification	Prevention & Minimisation	Action
Road Accident	<ul style="list-style-type: none"> <li>Disclose to teachers prior to their visit that the roads and parking areas on the OGO site are used regularly by cars and buses.</li> <li>Customer pick up area is restricted, clearly designated, monitored and controlled.</li> </ul>	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>First aid kit in back office area readily available and on demand</li> <li>Current first aid certificates held by site supervisor</li> </ul> <p>For major injuries phone 111</p>
Uneven surfaces ie steps and slopes	Major areas and steps covered with non-slip surface.	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>First aid kit in back office area readily available and on demand</li> <li>Current first aid certificates held by site supervisor</li> </ul> <p>For major injuries phone 111</p>
OGO landing zone	OGO zones are restricted access areas with fencing, gates and "staff only" signage and are monitored and controlled.	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>First aid kit in back office area readily available and on demand</li> <li>Current first aid certificates held by site supervisor</li> </ul> <p>For major injuries phone 111</p>
OGO Ball/Ride	<ul style="list-style-type: none"> <li>Customers are alerted to and are required to read through Rider Restrictions.</li> <li>OGO tracks are checked before launch.</li> <li>Customers are instructed how to ride safely.</li> <li>In the case of adverse weather conditions (esp. wind) tracks may be closed.</li> </ul>	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>First aid kit in back office area readily available and on demand</li> <li>Current first aid certificates held by site supervisor</li> </ul> <p>For major injuries phone 111</p>
Going to the toilet	Customers are shown where the toilets are located on site. Teachers to disclose to students that any student going to the toilet must inform the teacher or an adult with the group.	Visiting school staff have prior warning and know at all times where their students are.
Pools - hot tub and launch pools	<ul style="list-style-type: none"> <li>Hot tub is fenced off. Teachers are advised to monitor students using this facility.</li> <li>Launch pools are monitored by staff.</li> </ul>	Visiting school staff have prior warning of the hot tub facility and will advise whether their students are able to use it.
Outdoor fireplace	<ul style="list-style-type: none"> <li>Fire guard is in place.</li> </ul>	<p>For minor injuries:</p> <ul style="list-style-type: none"> <li>First aid kit in back office area readily available and on demand</li> <li>Current first aid certificates held by site supervisor</li> </ul> <p>For major injuries phone 111</p>

Venue Information:	
Venue Name:	OGO Rotorua
Location:	525 Ngongotaha Road, Rotorua 3045
Key Contacts:	<p><b>Kelly Hemana - Operations Manager</b> 027 545 3559    kelly@ogo.co.nz</p> <p><b>OGO Rotorua site</b> 07 343 7676    reception@ogo.co.nz</p>



**Map & Location:**

**Distance from:**

Rotorua Central	5 km	5m
Auckland	234 km	3hr 30m
Wellington	484 km	6hr 45m
Tauranga	86 km	1hr 15m
Hamilton	108 km	1hr 30m
Whangarei	400 km	5hr 45m