



WELLINGTON CABLE CAR

RISK ASSESSMENT MANAGEMENT PLAN

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The purpose of Risk Assessment:

- identify all possible hazards.
- identify measures that will prevent or minimise hazards.
- identify actions that will minimise the extent of injury in the event of accident or someone being harmed.

Hazard Identification	Prevention & Minimisation	Action
Platform & Steps	<p>Walk, don't run. Talk, don't call out.</p> <p>Stand back from edge of platform. Students to stay within their designated groups.</p> <p>Juniors to use the banister.</p>	<p>For minor injuries:</p> <ul style="list-style-type: none"> • First Aid kit available from Ticket Booth at Lambton Quay (First Aid kit located in adjacent Drivers room). • First Aid kit in lower cab of both Cable Cars. • AED available from Lambton Quay ticket booth and bottom cab of both Cable Cars. • Current First Aid certificate held by all WCCL staff. <p>For major injuries: phone 111</p>
Cable Car	<p>Be seated if possible.</p> <p>Hold on to hand rails while standing.</p> <p>Do not move around the Cable Car or distract the drivers attentions while the Cable Car is in motion.</p> <p>Do not swing from handrails.</p>	<p>Teachers and adult helpers to maintain control of their designated group.</p> <p>In case of emergency be directed by WCCL staff or emergency services.</p>
Individual medical condition	<p>The class teacher is responsible for the specific medical needs of students and ensuring medication is available.</p> <p>Where groups are on an organized tour by a WCCL staff member, specific individual medical needs and treatment plans should be disclosed to WCCL prior to visiting the Cable Car.</p>	<p>For minor injuries:</p> <ul style="list-style-type: none"> • First Aid kit available from Ticket Booth at Lambton Quay (First Aid kit located in adjacent Drivers room). • First Aid kit in lower cab of both Cable Cars. • AED available from Lambton Quay ticket booth and bottom cab of both Cable Cars. • Current First Aid certificate held by all WCCL staff. • Classroom teachers will attend to specific individual medical plan. • Adult helpers to look after groups <p>For major injuries: phone 111</p>

<p>Student lost or exposed to stranger danger</p>	<p>Disclose to teachers prior to their visit that the Cable Car is a public transport operation and consequently members of the public share the facility.</p> <p>Ensure minimum 1:8 (Primary) and 1:15 (Secondary) adult to student ratio is communicated to teachers.</p> <p>Ensure students and adults are aware that students leaving the main group for whatever reason must let an adult within their group know (not WCCL staff) and take a buddy.</p>	<p>If a student is reported missing muster class so teacher can check roll. Identify where student was last seen. Allocate adults to search the Cable Car with WCCL staff assistance.</p> <p>If student cannot be located; teacher to liaise with school and family while WCCL notifies Police</p>
<p>Evacuation of building</p>	<p>Exits from both the Cable Car and Terminals are clearly marked.</p> <p>Class teachers carry class roll and ensure correct student ratio.</p> <p>WCCL staff will lead group out via closest or quickest exit in event of evacuation.</p>	<p>WCCL staff lead practiced evacuation procedures.</p> <p>Unless directed otherwise by WCCL or Emergency Services, evacuate using closest exit.</p> <ul style="list-style-type: none"> • At Kelburn assemble at lookout adjacent to Botanic Garden. • At Lambton Quay exit via Cable Car Lane and assemble outside McDonald's on Lambton Quay. • Evacuation from the Cable Car; WCCL staff will guide you to the nearest assembly point.
<p>Going to the toilet/ leaving the group</p>	<p>The Cable Car does not have any public toilets. Nearest toilets are in Grey Street (Lambton Quay) or in the Skyline complex (Kelburn). Disclose to students and teachers that students going to the toilet or leaving the main group for whatever reason must tell an adult with their group (not WCCL staff) and take a buddy.</p> <p>Visiting teachers should know at all times where all their students are.</p>	<p>If a student is reported missing muster class so teacher can check roll. Identify where student was last seen. Allocate adults to search the Cable Car with WCCL staff assistance.</p> <p>If student cannot be located; teacher to liaise with school and family while WCCL notifies the Police.</p>