

Puke Ariki

Visiting Guidelines for Schools

The following document is designed to help teachers complete Risk Assessment Method Statement (RAMS) forms for a museum and/or library excursion, at Puke Ariki. This document has been updated to align with the Health and Safety at Work Act 2015 and Vulnerable Children Act 2014.

SCHOOL VISIT SAFETY GUIDELINES

Approval process

Teachers should visit Puke Ariki prior to bringing their class to familiarise themselves with the museum/library and its “hazards”.

Teacher in charge

One teacher should be in charge of the group and in attendance throughout the visit. Appropriate adult support is outlined below.

Programme and Pre-Visit Information

Pre-visit information for the booked session will be sent to the teacher who made the booking prior their visit, stating curriculum links; achievement and learning objectives, and links to key competencies.

The following information needs to be sent via email to edpukeariki@npdc.govt.nz two weeks prior to your visit.

- A copy of your school’s rams form as a record of the agreement between Puke Ariki and your school.
- The learning intention form supplied with your booking confirmation email. Please let us know within this if you have any students with special requirements so we can provide the best learning experience for them.

Puke Ariki’s risk assessment method statement form can be found at the end of this document or on the Puke Ariki website.

Health and safety advice will be provided upon entrance to museum.

PEOPLE

Adult to Student Ratios

The adult/student ratios have been designed for students to get the most out of their learning experience as possible. Accompanying adults are responsible for ensuring that students are safe and provide support for class activities.

The correct adult to student ratios are important to meet the Health & Safety Act (2015) and the Vulnerability of Children Act (2014). The updated ratios for 2019 at Puke Ariki are provided below.

Primary Education:

New Entrants - Year 3 1:4

Years 4 - 8 1:7

Senior Secondary Education:

Years 9 - 13 1:13

Special Needs 1:1

Puke Ariki reserves the right to postpone lessons until the correct number of adults are present. Additional adult support may be required for students with individual or behavioural needs. This is essential for student and public safety in the event of an emergency.

Please note:

- Adults with pre-schoolers are welcome but not included in the adult/student ratio, or as adult support.
- These ratios **do not** include the educator, hosts or any other staff member at Puke Ariki.

GENERAL INFORMATION

Times: Education visits take place from 9:30am Monday – Friday during term time.

Education programmes: 9:30am - 10:45am, 11:15am - 12:30pm and 1:15pm - 2:30pm, Monday to Friday, however we do get bookings outside of these times.

Duration: 75 minutes, unless stated otherwise.

PLEASE NOTE: if you have not arrived or rung ahead to advise the educator that you are running late within 15 mins of the class commencing, the educator may cancel the class. You can re-schedule by ringing the education administrator on (06) 759 6710.

Cost: For schools within the Taranaki region there is no charge for educational visits to Puke Ariki or Aotea Utanganui. For schools outside the region there is a charge of \$5.00 per student.

Self-guided visits: 9:30am or later, Monday – Friday during term time, please ring the education administrator at least one week prior to arriving for a self-guide. If we have reached maximum numbers for the gallery you want to visit or there is already a class booked for that space, the host will advise you to go to a different part of the museum/library and return once the class is over.

School Bags: There is bag storage space at Puke Ariki for booked classes.

First Aid: Puke Ariki staff are trained in first aid and first aid kits are available in:

- Museum: i-SITE
- Library: Te Pua Wānanga o Taranaki/Taranaki Research Centre desk, Discover It!, and the ground floor work room.

Emergencies: Puke Ariki staff have been trained in emergencies/evacuation procedures in the event of a fire or earthquake.

Security: Hosts are in attendance at the host desk found in the main foyer of the museum. They are equipped with radios and are trained to deal with emergencies. A security guard is also employed.

Photographs: Photographs of teachers and students may be taken during your visit to Puke Ariki to be used in promotional material and on the website. If permission for this is not granted, please inform us BEFORE your visit.

Wheelchair access and parent's room: All our main exhibition areas and some toilets (library - basement, museum -level one and two) are accessible to people in wheelchairs. The Parents room is located in the library on the basement level. There are lifts on the museum and library sites. The

education room has wheelchair access, in the event of an emergency please follow the educators and/or hosts instructions.

Safety of exhibition objects: Please remind your students to respect all exhibition objects/artefacts as they cannot be replaced. Displays that allow physical interaction are labelled.

Food and Drink: Food and drink (including bottled water) are not allowed in exhibition areas. This policy protects our collection and in some cases maintains cultural principles around Māori taonga.

DIRECTIONS AND PARKING

Entry

The Library and Te Pua Wānanga o Taranaki/Taranaki Research Centre can be entered from Brougham Street and via an access ramp from Ariki Street. The entrance to the Museum and i-SITE can be found off St Aubyn Street and Ariki Street. Internal access to each building is via an air bridge found on Level Two of the library.

Disabled Access

An access ramp from Ariki Street leads to the Library entrance. The Museum entrance can be found via a lift from street level on St Aubyn St or an access ramp off Ariki Street. Designated disabled car parking spaces can be found on St Aubyn Street and King Street.

Car parking

Paid car parking is available underneath Puke Ariki - the entrance is off St Aubyn Street. The external lift up to the Museum entrance is from this car park.

Bus

School buses stop close to Puke Ariki Library on Ariki St. If you are attending an education programme please head to the museum entrance, host desk by i-SITE. If you are going to the Research Centre you can also enter by the museum or through the library. For Discover It! head to the library.

Please follow this [link](#) for further information on how to get to Puke Ariki.

CONTACT DETAILS

Postal Address

Puke Ariki
1 Ariki Street
Private Bag 2025
New Plymouth 4342
New Zealand

Phone: +64 (6) 759 6060

Education Administrator: (06) 759 6710 edpukeariki@npdc.govt.nz

Puke Ariki Administration: (06) 759 0894 pukearikiadmin@npdc.govt.nz

Puke Ariki

RAMS form Puke Ariki Education

RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME:

Person in Charge

DATE:

PROGRAMME:

Education classes

NUMBER OF PARTICIPANTS:

No of participants/school/ name of person in charge of class.

LOCATION:

Puke Ariki Library/Museum - 1 Ariki St, New Plymouth 4310

Analysis

Description

<p>Risks Accident, injury, other forms of loss</p>		<ul style="list-style-type: none"> • Slip, trips and falls – potential to result in broken bones, cuts and grazes • Public • Emergency – Fire, Earthquake, Tornado, Tsunami • Criminal Activity • Asset Failure • Manual Handling 		
<p>Casual Factors Hazards, perils, dangers</p>		<p>People</p> <ul style="list-style-type: none"> • Non-compliant behaviour • Public interaction • Confrontation • Criminal Activity 	<p>Equipment</p> <ul style="list-style-type: none"> • Teaching resources • TV's/Computers/ Plants 	<p>Environment</p> <ul style="list-style-type: none"> • Public Facilities (Puke Ariki Library/Museum)
<p>Risk Management Strategies</p>	<p>Normal Operations</p>	<ul style="list-style-type: none"> • NPDC workers experienced with school age visitors • Ensuring clear understanding of plans before entering sites 	<ul style="list-style-type: none"> • Emergency First Aid kit (on site) • Emergency Procedures • School guidelines/ Ratio's • Tag and Tested Electronic Equipment 	<ul style="list-style-type: none"> • Emergency meeting points to be advised at each location.
	<p>Emergency</p>	<p>Advise evacuation / meeting points at all locations. Emergency – Call 111 Educators in charge - (Name and Number) NPDC – Emergency Response Framework is implemented</p>		

<p>Policies and Guidelines Recommended</p>	<p>Uncontrolled Worksite Inspection Safety</p> <ul style="list-style-type: none"> • Adopt a responsible attitude towards your own safety. • Assess the workplace/area for hazards prior to entering and during your visit. Using a NPDC JHA form • Only enter areas that are safe to enter and where a safe exit has been established. 		
<p>Skills/Training Required by Staff</p>	<ul style="list-style-type: none"> • Experienced in coordinating students. • First Aid trained • Fire Warden trained • Fear Free trained 		
<p>Final Decision on Implementing Activity</p>	<p>Choose One Sign/date the box</p>		
	<p>Accept</p>		<p>Reject</p>

Puke Ariki provides Learning Experiences Outside the Classroom supported by the Ministry of Education



1 Ariki St, New Plymouth | Ph: (06) 759 6710 | www.pukeariki.com | edupukeariki@npdc.govt.nz