



## Risk Assessment & Management Strategies Form 2026

<b>Activity/Event/Purpose</b>	HCNZ adult group / school group visits; Purpose of this risk assessment is to eliminate, isolate, or minimise identified hazards, to take actions to control or minimise the extent of injury and to identify potential hazards		
<b>Venue Name</b>	Holocaust Centre of New Zealand – within the Wellington Jewish Centre, 80 Webb Street, Wellington	<b>Contacts</b>	<b>Education Director, Kris Clancy:</b> <a href="mailto:educdirector@holocaustcentre.org.nz">educdirector@holocaustcentre.org.nz</a> , <b>022 619 2914</b> Operations Manager, Sarah Williams: operations@holocaustcentre.org.nz, 04 8019480
<b>Dates</b>	Various throughout the year	<b>Time</b>	<b>Usually, 10am to 1pm Sunday to Friday; hours may vary due to school timings &amp; other activities taking place</b>
<b>Organisers</b>	Education Director, Lead Educator, and volunteer educators		
<b>Risks</b>			
<b>Describe any risks, hazards or potential danger issues</b>			
<b>People</b>	<b>Equipment</b>	<b>Environment</b>	
<input type="checkbox"/> Injuries, falls <input type="checkbox"/> Sudden illness <input type="checkbox"/> Threatening behaviour from public <input type="checkbox"/> Stairs	<input type="checkbox"/> Failure of or damage to equipment (DVD, heaters, chairs or seating collapsing) <input type="checkbox"/> Flooding or water damage to equipment (eg: computers, printers)	<input type="checkbox"/> Emergency risk (fire, earthquake, tsunami, criminal activity - bomb threat) <input type="checkbox"/> High winds and rain, ie: slamming of doors and windows <input type="checkbox"/> Roads <input type="checkbox"/> Wet floors	



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Unsafe or thoughtless actions

### Management

#### List ways to reduce the risk & the safety mechanisms you will put in place to remove danger

##### People

- For minor injuries there are first aid kits on site
- Operations Manager & Education Director trained in First Aid
- Emergency procedures posted at front desk, with links to emergency services
- Toilets easily accessible
- Circulate RAMs form/policy to all staff, people who use HCNZ centre and offices

##### Equipment

- Equipment installation in order to minimise risk to visitors and also damage by visitors (ie: DVDs stored in cabinet; heaters bolted to walls)
- Yearly examination of all electrical equipment by qualified personnel

##### Environment

- A health and safety briefing will be conducted at the start of every school/group visit including safety procedures and pointing out emergency exits
- HCNZ educators to liaise closely with staff accompanying groups/classes
- Report any suspicious materials immediately to other staff and telephone for emergency support
- Secure doors and windows in adverse weather events; make staff (ie: educators and volunteers aware of potential dangers)
- Teachers are responsible for the safety of students outside the Holocaust Centre & WJCC premises.
- Any wet floors will be identified to groups on arrival
- Students are asked to be respectful and mindful of their surroundings and other people in the exhibition space.



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| <ul style="list-style-type: none"><li>□ If necessary, individual students'/visitors' needs to be disclosed to educators prior to the visit to the Centre.</li><li>□ Any student visiting the bathroom or leaving the main group for any reason must tell the group leader</li><li>□ Behavioural expectations will be outlined during the initial briefing at the start of the visit.</li></ul> |  |  |
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Reviewed by: Kristopher Clancy, Education Director

Date: 1 Dec 2025