



SAFETY ACTION PLAN

Manea has an accident register, hazards register, Health and Safety manual and detailed Health and Safety procedures, as required by law. This Safety Action Plan (SAP) follows a template offered by the MOE and is provided to advise you of risks we have identified. Please be aware that schools are responsible for students during the visit. Schools should also ensure that there is adequate parental/school staff support during the visit and that student’s health profiles have been viewed before the visit to identify any needs students may have or medical requirements. Please notify in your booking if there are specific health care needs, we should be aware of.

- **FIRST AID**
A first aid kit is kept at the Manea reception desk.

- **HAUORA HOKIANGA (hospital and doctors)**

Hokianga Health Enterprise Trust, Private Bag 753, Kaikohe 0440, Northland, New Zealand
163 Parnell Street, Rawene 0443, **Hokianga**, New Zealand.

In an emergency call 111 OR Hauora Hokianga Phone: (09) 405 7709

What could go wrong?	Cause	How to prevent it from going wrong?	Whose responsibility? (To advise students/keep them safe from this)	When/Where will it be done?	Emergency Plan
Accident with car	Main entrance to Manea is beside the car park.	Tell students to be careful and ask drivers to remind students as they exit the car.	School	Before getting off bus or out of cars	Call ambulance if serious. Provide First Aid. Report incident.
Fall at centre	Dark theatre, wet area, steps.	Remain seated in theatre. Follow lighting if exiting.	Manea workers to advise of rules in theatre. Manea staff to identify any risks and report	In theatre and throughout the visit.	Call ambulance if serious. Provide First Aid. Report incident.

Asthma attack	Excitement, fear.	Schools should ensure students have inhaler with them.	School	Before leaving school.	Stay calm Reassure student. Assist with using inhaler. Call ambulance if serious.
Epileptic Fit	Reaction to changing lights.	Those who may be susceptible to this do not enter	Unable to prevent or predict.	Those who are susceptible do not enter.	Call ambulance if serious. Keep person safe. Move any furniture. Move people away from the area. Ensure support person takes care of the person.
Heart Attack	Heart problems, excitement, fear.	Unable to prevent.	Unable to prevent.		Call ambulance. Provide First Aid. Provide resuscitation if needed. Move people away from the area.
Sun burn Dehydration	Waiting in the heat or sitting outside in the heat during visit.	Students should wear hats and regularly drink water before entering and after.	School	Before visit begins. After visit ends.	Provide water and school to monitor the student.