



## Risk Analysis and Management System - Sky Tower Education Programme

Sky City and Sky Tower aim to provide a safe and healthy environment for both our guests and staff. We are regularly assessed by the Sky City OH & S Department, and have our own Health and Safety procedures. Please do not hesitate to contact us if you have any questions, concerns or comments.

*Nature of the Activity:* Educational Visit to Sky Tower by Primary and Intermediate School Groups.

		People	Equipment	Environment
Risk Management Strategies	Hazards identified	<ul style="list-style-type: none"> <li>▪ Lost children</li> <li>▪ Crowding</li> <li>▪ Accident and injury</li> <li>▪ Claustrophobia/vertigo/agoraphobia</li> <li>▪ Special needs students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lift breakdown/entrapment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Drop off/Pick up by bus</li> <li>▪ Fire</li> <li>▪ Bomb threat</li> <li>▪ Height/fall danger</li> <li>▪ High winds/weather</li> </ul>
	Normal Operations	<ul style="list-style-type: none"> <li>▪ Students must wear labels with name and school on for easy identification.</li> <li>▪ We recommend a maximum group size of 60pax, and adult to child ratios appropriate to the age group.</li> <li>▪ Sky Tower staff and Security staff can administer first aid, and trained Security Medics are stationed on site at all times.</li> <li>▪ Sky Tower staff are trained to recognise and assist guests in distress.</li> <li>▪ We encourage high adult to student ratios for special needs groups.</li> <li>▪ All areas of Sky Tower are accessible by wheelchair, and bathroom facilities are available in Sky City.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All the elevators in Sky Tower have two-way communication and video surveillance. Emergency response staff are trained to facilitate speedy and safe release in the event of any elevator malfunction.</li> <li>▪ Stairwells may also be used for Sky Tower evacuation in emergency situations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The School Bus drop off point is a high traffic area. Please ensure that your students do not cross to the plaza area unless accompanied by an adult.</li> <li>▪ Sky Tower is equipped with a state of the art fire safety system to rapidly detect and contain fire. Our fire safety plan has been approved by the New Zealand Fire Service who regularly conduct on-site inspections and training.</li> <li>▪ Access to external areas of Sky Tower is strictly controlled. Children are not admitted to these areas.</li> <li>▪ Sky Tower is built to withstand extremely high winds. However, if very poor weather makes viewing uncomfortable, Sky Tower will close.</li> </ul>
	Emergency Situations	<p>Sky Tower has a comprehensive emergency response plan to ensure the safety of all guests and staff in case of fire or other emergency. Sky Tower and Security staff are fully trained to assist our guests in emergency situations. Please follow their directions at all times.</p>		

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