

RISK MANAGEMENT IN EDUCATION ACTIVITIES – AMENDED 01.04.2011

Section	Health and Safety		
Approval Date	23.03.09	Approved by	Directorate
Next Review	As required	Responsibility	Director of Curriculum and Planning
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To assure the health and safety of students and staff during educational activities organised by the Nelson Marlborough Institute of Technology (NMIT).

SCOPE

- All NMIT staff and students who intend to undertake any educational activity with a significant risk factor or in an isolated situation.
- Work based training.
- External contractors employed by NMIT who contribute to teaching programmes.
- Hazards relating to equipment, people and the environment.

Examples of areas and activities which may involve ‘significant risk’ and to which this procedure may apply include nursing, outdoor leadership, fitness and recreation, exercise science, forestry, agriculture, animal care and handling, veterinary nursing, environmental science, viticulture, adventure tourism, fishing/seafood industry visits/work based components, handling of tissue samples, science laboratories and industrial workshop based activities.

RESPONSIBILITY

The Head of School or Campus Manager is responsible to ensure that systems are established, authorities assigned and, where necessary, resources allocated to implement these procedures.

Where a programme is run conjointly with another provider, the responsibility for risk management shall be specified in the articulation agreement. Legally a tutor owes a duty of care to the students whenever he or she involves a student in a situation in which it is foreseeable that the student may be at risk.

This duty of care applies throughout the duration of the activity eg all night for an overnight activity. (For more information refer to ‘Lecturers’ Responsibility to Students’, a letter from Kensington Swan to Wellington Polytechnic, 15 August 1995.

In loco parentis

- Over eighteen year olds are regarded as adults and responsible for their behaviour.
- Sixteen to eighteen year olds are recognised as requiring more care and in principle all precautions should be taken as if the institution is in a loco parentis position in respect of these students.
- Under sixteen year olds: in loco parentis applies.

Where there is a mix of over and under age students it is important to cater for the highest risk situation and this may involve sufficient precautions as if the whole group was under eighteen years old.

PRINCIPLES

Planning and carrying out activities shall include:

- prior and continual identification and assessment of hazards
- management of hazards.
- ensuring staff are correctly trained to work with any potentially hazardous equipment, chemicals, animal tissues samples etc. which they or their students use.
- ensuring health, safety and accident prevention are given high priority.
- adherence to national body guidelines and industry codes of practice
- establishment of emergency procedures relevant to identified hazards.
- preventative maintenance of equipment.

PROCEDURES

FOR ALL PROGRAMMES INVOLVING SIGNIFICANT RISK AND PRIOR TO PROGRAMME DELIVERY

The Programme Leader shall:

- ensure for each programme that any activity having the potential for significant risk has been identified (refer to *Off-site Practical and Workplace Components* if applicable).
- include information on risk management of activities that are part of a course in the brochure or the programme handbook.
- for each activity or group of activities, designate an 'authorised tutor' responsible for risk management and with authority to take action to minimise risk during programme delivery.

The authorised tutor shall for each identified activity and after consulting with appropriate people if necessary:

- develop a Risk Analysis and Management Form for each activity or group of activities which is retained for reference and which is reviewed at least annually.

PRIOR TO EACH ACTIVITY (EG AN OFF CAMPUS TRIP)

The tutor for the activity shall:

- consider the reference Risk Analysis and Management Form and identify any changes (eg due to the particular location; the competence of particular students).
- if changes are identified, produce an amended Risk Analysis and Management Form.
- ensure that students have participated in a risk management briefing and that the students are aware of potential risks and understand what is required of them to eliminate or

minimise those risks. (Students may be required to complete and sign a risk acceptance statement.)

AND, if the activity is off campus:

Complete an intentions sheet (or write on an intentions board) which shall specify:

- name of tutor
- date(s), duration, nature and location of activity
- total number and names of people involved
- intended time (and date) of return
- a designated person to be notified upon return (usually the school secretary or office manager)
- the time when the designated person would investigate possible causes for delay and take appropriate action (eg notify Police Search and Rescue).
- other relevant matters, eg telephone numbers, cellphone, radiophone, emergency locator beacon, intended route, map references.

DURING THE ACTIVITY

At all times every effort shall be made to reduce any risk to students and staff by management of the activity and the environment.

FOLLOWING THE ACTIVITY

The tutor shall:

- for an off campus activity immediately notify the designated person and 'sign off' on the intentions sheet (or intentions board) at the first opportunity.
- report any accidents in accordance with *Accident and Incident Reporting*.
- review the reference Risk Analysis and Management Form if required, and recommend any desired changes to the authorised tutor.

APPENDICES

Appendix 1: Risk Analysis and Management Form

REFERENCES

INTERNAL

Outdoor Equipment
Off-site Practical and Workplace Components
Communicable Diseases
Accident and Incident Reporting
Crisis Procedure
Health and Safety Policy

EXTERNAL

Health and Safety in Employment Act, 1992
Education Outside the Classroom, Ministry of Education, 1995
Kensington Swan letter to Wellington Polytechnic, 15 August 1995

RISK ANALYSIS AND MANAGEMENT FORM

Educational Activity	
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Category	Description		
	People	Equipment	Environment
HAZARDS			
RISK MANAGEMENT STRATEGIES (FOR NORMAL OPERATIONS AND EMERGENCIES)			
RELEVANT INDUSTRIAL STANDARDS (CODES OF PRACTICE, ITO STANDARDS, ETC)			
SKILLS REQUIRED BY STAFF			

Approval	Authorised Tutor		Date	
Head of School or Programme Leader			Date	