



Date: _____ **Group Contact:** _____
Visiting Group: _____ **Email for Invoice:** _____
Sign: _____

Office Use Only

| | Adult | Child | U5 | N/S |
|--------------------|--------------|--------------|-----------|------------|
| Price Quote | | | | |
| Numbers | | | | |

Payment Received on Arrival **YES** **NO**
Invoice Required: **YES** **NO**

Visiting Groups Risk Assessment and Management

Risks Involved in a Visit to the Waikite Valley Hotpools

Given that this is a water-based activity we require a ratio of 4:1 of children to teachers or parents. Supervision at all times is the responsibility of the group organizer/leader. The group organizer /leader must first see management before the children enter the pool premises. You will be given instructions for the group. School groups will generally be restricted to the splash pool.

Please note these are natural geothermal pools, we advise that you keep your head above the water in ALL pools at all times

| | People | Resources/Equipment | Environment |
|--------------------------------|---|--|--|
| Risk identification | <ol style="list-style-type: none"> Scrapes and bruises/fractures Burns and scalds Drowning Any potential health risks associated with bathing in geothermal water | <ol style="list-style-type: none"> Concrete areas around pools and changing rooms. Walkway, hot pipes and hot water. Swimming pools, private pools and Te Manaroa Spring | <ol style="list-style-type: none"> Weather, wet concrete areas are slippery. Geothermal water on surfaces around the pool and in changing rooms are slippery |
| Risk Management | <ol style="list-style-type: none"> Outline procedures for moving around the complex, walking NOT RUNNING All signage to be adhered to at all times. Restricted areas to be kept away from. Access to Te Manaroa Spring only with active adult supervision. Active supervision with ratios as per specified at all times while in the complex. | <ol style="list-style-type: none"> Children must at all times walk, not run Children at all times must follow the instructions as set out by the group supervisor or be removed from the complex. Children must stay within the designated pool areas. Children must not enter the walkway without the active supervision by a designated supervisor. | <ol style="list-style-type: none"> Adhere to all signage re wet slippery surfaces. Children to use the correct entry and exit points around the pool to minimize geothermal wet spots. |
| Coping with Emergencies | <ol style="list-style-type: none"> Assess the situation and treat as needed | <ol style="list-style-type: none"> All senior staff hold current first aid certificates and are trained in CPR. First aid kit is available. Ambulance if needed | <ol style="list-style-type: none"> Know boundaries. Adhere to all signage. Use safety mat areas. |

General Comments: **Active supervision is required at all times**