

October 2023

Coach, Bus & Van Transport – Venue & Experience risk information

Purpose

In this document, our primary purpose is to provide comprehensive risk disclosure information to booking agents, charter trips and school groups. We aim to clearly outline potential risks associated with our venues and experiences, their mitigation strategies, and the responsibilities of all parties involved to ensure informed decision-making, safety and smooth coordination of activities.

This document is reviewed periodically to ensure that it is an accurate reflection of the workplace and experience.

Our responsibilities

Our risk management strategy involves the establishment of effective controls and guidance to help people make the best possible choices. If something goes wrong, we take responsibility for our learning and improve our systems accordingly.

Your Responsibilities

Your responsibility includes communicating the potential risks associated with our venues and experiences to customers or guardians of school groups.

Organisation:	RealNZ Ltd
Branch/Location:	Queenstown / Te Anau / Doubtful Sound / Manapouri / Milford/ Rakiura
Phone Number:	0800 65 65 01
Website:	www.realnz.com
Key Contact:	Health and Safety Team Phone: 0800 65 65 01 Email: safety@realnz.com
Activity:	Coach, Bus & Van Transport
Insurance:	QBE Insurance International

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Risks / Hazards <i>(Venues and experiences)</i>	Control Strategies <i>Strategies for ensuring guest safety</i>
General Safety	<ul style="list-style-type: none"> • Duty of Care - RealNZ takes all reasonable steps to ensure the safety of Guests, in accordance with NZ Legislation, Maritime Transport Act and Government COVID guidelines. • Staff with appropriate training, licences and/or competencies. • Children to be supervised by guardians at all times.
Slips / Trips / Falls: <i>Potential for injury from sudden or forceful impact. (Significant)</i>	<ul style="list-style-type: none"> • Good housekeeping practiced around sites and staff available to respond to any new hazards. • Guests must wear appropriate footwear. • Ensure guests stay on designated footpaths and paved areas where possible. • Guests should exercise caution while navigating RealNZ experiences, as they may encounter uneven surfaces, unconventional stairs, steps, sea sills, snow, ice and slippery surfaces.
Vehicles (boarding / disembarking / transit): <i>Potential for injury from vehicle accident or from interaction with moving vehicle. (Significant)</i>	<ul style="list-style-type: none"> • Emergency procedures and communication equipment in place. • Awareness of footing and uneven surfaces. • Awareness of other traffic when boarding and disembarking vehicles. • Where possible reverse into parking spaces so first movement is forward. • Do not stand behind vehicles or in blind spots along side of vehicles. • Keep within barricaded areas where applicable.
Vehicles & Staff: <i>Risk of injury from defective equipment or driver error (Significant)</i>	<ul style="list-style-type: none"> • Licensed transport operator with drivers adhering to the work time and logbook requirements. • Use of trained and licensed drivers. • Vehicle inspections and maintenance. • Road monitoring and maintenance.

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<p>Natural Hazards:</p> <p>Potential for injury from landslide, earthquake, flooding or falling tree / branch. (Significant)</p>	<ul style="list-style-type: none"> • RealNZ monitor weather conditions daily. • RealNZ can cancel trips in the event of unsuitable weather or lake conditions. • Engagement with Downers, DOC, Milford Road Alliance & Civil Defence regarding road and site conditions.
<p>Aviation:</p> <p>Potential for injury from Helicopters & Light Aircraft both in use and on the ground (Significant)</p>	<ul style="list-style-type: none"> • Reputable aviation companies used with licensed pilots. • Designated landing areas. Guests informed not to approach aircraft and where to stand prior to aircraft arriving. • Loading and unloading carried out by pilot unless trained staff member available. • Always stay away from helicopters and aircraft landing areas.
<p>Medical events:</p> <p>Increased risk due to remote nature of Walter Peak (Significant)</p>	<ul style="list-style-type: none"> • First aid kits are available and some sites have AED's. Staff to be advised if first aid treatment is required. Some staff are trained in first aid. • School groups must provide at least one first aid trained person.
<p>Operating on and around water (Vessels / Wharves / Trails):</p> <p>Potential for drowning if unexpectedly entering water. (Significant)</p>	<ul style="list-style-type: none"> • Safety flotation devices on all vessels and trained staff are present on experiences. • Guests to be aware of water hazard in and around the wharves, always keep within area confines. • Stay within walkway and track confines and do not climb or sit on railings or edges of vessel.
<p>RealNZ buildings, machinery and restricted areas:</p> <p>Risk of exposure to uncontrolled hazard</p>	<ul style="list-style-type: none"> • Keep away from restricted areas unless it has been approved by RealNZ staff. Teachers are required to ensure students are aware of or do not enter these restricted areas. • Hazardous areas are fenced off and sign-posted, to identify restricted access.
<p>Emergencies (Land):</p> <p>Earthquake, Landslide, Tsunami, Fire or Flood (Significant)</p>	<ul style="list-style-type: none"> • If there is an emergency, please dial 111 and then contact our staff immediately. • Emergency procedures are in place to cover a range of scenarios both land and vessel related. • Staff are trained to deal with emergency situations. Liaise directly with staff as appropriate.

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Accessibility:	<ul style="list-style-type: none">The coach transportation contains uneven surfaces and trip hazards, some areas are not accessible by wheelchair.
Child / Leader ratios <i>[Valid only for school trips]</i>	<ul style="list-style-type: none">Schools must ensure excursions are appropriately staffed as per the Ministry of Education Guidelines.Schools may need to enhance these measures to ensure student safety.To ensure appropriate and effective levels of supervision RealNZ requires excursions to be at least: 1 Leader: 10 students.

RealNZ Document Approval

NAME: Janelle Somerville

SIGNATURE:



JOB TITLE: Chief People & Safety Officer

DATE: 12 October 2023

FOR SCHOOL / GROUP TRIPS ONLY

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If you work as a school representative responsible for arranging excursions and serve as the primary point of contact for guests, please take a moment to fill out the acknowledgment form below.

Acknowledgment and Acceptance of RealNZ H&S Conditions

I acknowledge my responsibility to inform our school leadership and caregivers about the potential risks associated with RealNZ experiences as outlined above.

I understand that the guidelines are subject to change if there is a change in applicable legislation and / or RealNZ policies. Please sign below to confirm you understand and agree with the above information.

NAME _____ SIGNATURE _____

JOB TITLE _____ DATE _____

SCHOOL / GROUP _____ BOOKING REFERENCE _____

Please scan and return to RealNZ one week before excursion groups@realnz.com

FOR BOOKING AGENTS

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If you work as a booking agent responsible for arranging excursions and serve as the primary point of contact for guests, please take a moment to fill out the acknowledgment form below.

Acknowledgment and Acceptance of RealNZ H&S Conditions

I acknowledge our responsibility to inform our customers about the potential risks associated with RealNZ experiences as outlined above.

I understand that the guidelines are subject to change if there is a change in applicable legislation and / or RealNZ policies. Please sign below to confirm you understand and agree with the above information.

NAME _____ **SIGNATURE** _____

JOB TITLE _____ **DATE** _____

ORGANISATION _____

Please scan and return to RealNZ one week before excursion sales@realnz.com
