Education Risk Management Assessment System (RAMS) Template

# **Site:** Ōtākaro Orchard/ Oxford Tce River Site  **Date:**

#  **Activity/situation:** Educational activities and games, Tour of Ōtākaro Orchard, road survey, listening to speakers

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| Risk Factors (accident, injury, loss or damage) | 1. Drowning2. Death or injury resulting from a tree/branch fall3. Cuts/ abrasions e.g. from sharp objects4. Injury resulting from a fall5. Ingestion of water borne disease6. Dehydration7. Injury by animal e.g. passing dog | 8. Sunburn or exposure to cold9. Injury by moving vehicles10. Allergies/stings from plants or insects11. Injury resulting from equipment12. Medical conditions13. Child getting lost14. Inappropriate act by member of public |
| Causal Factors (hazards, perils or dangers that could make the risks more likely to occur) | People | Equipment | Environment |
| * Insufficient briefing of adult support people
* Poor supervision e.g. around water’s edge and road areas
* Students with medical conditions e.g. allergies, asthma
* Inadequate numbers of adults to supervise
* Inappropriate behaviour from member of public
* Forgetting ‘specially’ required medication
* Becoming separated from the group/ lost
 | * Inappropriate clothing, footwear and sun protection
* Lack of protective clothing e.g. sunhat
* Inadequate/ inappropriate food & fluids
* Lack of communication devices & 1st Aid kit
 | * Variable weather conditions
* Deep water
* Unsafe trees/ plants
* Water borne diseases
* Hazardous rubbish
* Vehicles around road areas and car parks
* Public’s animals e.g. dogs
* Earthquake
* Uneven surfaces
* Moving vehicles
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| Schools additional causal factors: |  |  |  |

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| Strategies Normal operation*Note: these are suggestions only- it is recommended that schools consider the strategies that they deem appropriate* | People | Equipment | Environment |
| * Ensure a suitable teacher/parent help to student ratio is met
* Advise students of potential hazards
* Keep group together – use front and back markers for walking between areas
* Educator & adults to control the movement in areas where vehicles present
* Check teacher/student is carrying medication
* Adults clear on their supervision roles
 | * Ensure students carry enough food and fluids to sustain themselves
* Ensure group is prepared for all weather conditions e.g. sturdy footwear, warm clothing, and sun protection.
* First aid kit carried & immediately accessible
* Clear instruction & demonstration in use of equipment
 | * Disclosure of risks of the area
* Cancel in extreme weather conditions
* Drop, cover and hold for earthquake. Regroup and decide on plan of action
* Ensure access to facilities/ hand sanitiser to clean hands
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| Schools additional risk management strategies: |  |  |  |
| Emergency Plans (What actions will be taken if an incident occurs) | * **IN CASE OF EMERGENCY, FOLLOW “DRS ABC”, CONTACT 111, AND FOLLOW SITE EMERGENCY PLAN IF APPLICABLE**
* Adult helper assigned to take responsibility of other children in the event of an accident or injury
* Emergency services notified immediately
* First Aid kit to be carried by teacher and educator and administered by qualified first aid person
* Cell phone must be carried by educator and teacher

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# Additional Information

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| Ratio (Staff to students) |  |
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# Management Approval

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|  Signature |  |
| **Date of Approval** |  |
| **Revision Date**  |  |