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. Drowning  2. Death or injury resulting from a tree/branch fall  3. Cuts/ abrasions e.g. from sharp objects  4. Injury resulting from a fall  5. Ingestion of water borne disease  6. Dehydration  7. Injury by animal e.g. passing dog | | 8. Sunburn or exposure to cold  9. Injury by moving vehicles  10. Allergies/stings from plants or insects  11. Injury resulting from equipment  12. Medical conditions  13. Child getting lost  14. 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 |
| 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 |
| 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 | | |

# 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** |  |