

## Education Risk Management Assessment System (RAMS) Template

**Site:** The Groynes, Victoria Park, Travis Wetlands, Halswell Quarry, Botanic Gardens, Spencer Park **-Date:**

**Activity/situation:** Educational games, observations of the environment, invertebrate hunt

<p><b>Risk Factors</b> (accident, injury, loss or damage)</p>	<ol style="list-style-type: none"> <li>1. Allergies/medical conditions (stings from plants or insects)</li> <li>2. Dehydration</li> <li>3. Sunburn/Exposure to cold</li> <li>4. Cuts/abrasions e.g. from rubbish or branches</li> <li>5. Injury resulting from a fall</li> <li>6. Injury by moving vehicles</li> <li>7. Death or injury resulting from tree/branch fall</li> <li>8. Students getting lost</li> <li>9. Ingestion of soil from dirty hands</li> <li>10. Injury by animal</li> </ol> <p><b>Port Hills only:</b></p> <ol style="list-style-type: none"> <li>1. Death/injury due to sliding off the track, down banks, cliffs, bluffs</li> </ol> <p><b>The Groynes, Halswell Quarry, Botanic Gardens &amp; Travis Wetland only:</b></p> <ol style="list-style-type: none"> <li>1. Death by drowning (although activities are not focussed near water, there is water on site)</li> </ol> <p><b>Travis Wetlands only:</b></p> <ol style="list-style-type: none"> <li>1. Injury by contact with animals on site e.g. horse and cattle</li> <li>2. Electric shock from fence</li> </ol>		
<p><b>Causal Factors</b> (hazards, perils or dangers that could make the risks more likely to occur)</p>	<p style="text-align: center;"><b>People</b></p> <ul style="list-style-type: none"> <li>• Forgetting 'specially' required medication for students</li> <li>• Poor briefing of adult support people</li> <li>• Inadequate supervision of students by adult helpers</li> <li>• Risks of road and car park areas not disclosed</li> <li>• Collision on tracks with other users</li> <li>• Inappropriate behaviour from member of public</li> </ul>	<p style="text-align: center;"><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Lack of water</li> <li>• Inappropriate clothing and footwear</li> <li>• Lack of protective clothing e.g. sunhat, sunscreen, warm clothing</li> <li>• Lack of communication devices and first aid kits</li> </ul>	<p style="text-align: center;"><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Variable weather conditions and exposure to wind, rain and sun</li> <li>• Sharp edged plants and branches</li> <li>• Rubbish left lying around e.g. glass</li> <li>• Trees</li> <li>• Soil</li> <li>• Electric fences around animals</li> <li>• Animals on site e.g. swans</li> <li>• Uneven surfaces on footpaths or tracks</li> <li>• Ponds in the park</li> </ul>
<p>Schools additional causal factors</p>			

	People	Equipment	Environment
<p><b>Strategies</b> Normal operation</p> <p><i>Note: these are suggestions only- it is recommended that schools consider the strategies that they deem appropriate</i></p>	<ul style="list-style-type: none"> <li>• Ensure a suitable teacher/parent help to student ratio is met</li> <li>• Advise students of potential hazards</li> <li>• Adults to control the movement in areas where vehicles present</li> <li>• Check teacher/student is carrying medication</li> <li>• Ensure adult helpers are aware of their supervision role on the day</li> </ul>	<ul style="list-style-type: none"> <li>• Advise children to bring water bottles and direct them to drinking taps on site</li> <li>• Ensure students have appropriate clothing, footwear and sun protection</li> <li>• Have sunscreen available</li> <li>• Ensure cell phones are available for emergencies</li> <li>• First aid kit carried and immediately accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Disclosure of risks of a park environment, including uneven tracks, electric fences, animals on site and cutting plants/branches</li> <li>• Check group is prepared for conditions e.g. sturdy footwear, warm clothing and sun protection</li> <li>• Avoid tree/forest areas in high wind</li> <li>• Direct children to hand washing facilities and ensure use</li> <li>• Control movement around water hazards</li> <li>• avoid animal home areas as best as possible</li> <li>• be aware of animal behaviour</li> <li>• be prepared to move group to continue programme</li> </ul>
<p>Schools additional risk management strategies:</p>			

## 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**
- 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/or Ranger and administered by qualified first aid person
- Cell phone or trunk radio must be carried by Ranger and or teacher

## Additional Information

<b>Ratio</b> (Staff to students)	

## Management Approval

<b>Signature</b>	
<b>Date of Approval</b>	
<b>Revision Date</b>	