Education Risk Management Assessment System (RAMS) Template

Site: **Date:**

Activity/situation: **Cycle Safe Education Programme**

Risk Factors (accident, injury, loss or damage)	**An accident or incident in school or out of school resulting in injury or death** **Medical emergency or special needs pupils** **Exposure to UV & extreme weather conditions** **Exposure to road conditions**		
Causal Factors (hazards, perils or dangers that could make the risks more likely to occur)	**People**	**Equipment**	**Environment**
	Incorrect procedure or instruction during the course of the programme. Unsafe actions from "other" motorists.	Failure of equipment	Extreme weather conditions Unsafe road conditions
Schools additional causal factors:			

Strategies Normal operation	People	Equipment	Environment
	♦ Instructors meeting CCC employment Criteria Suitable training and on the job experience for instructors ♦ School permission and acceptance of the programme ♦ Parental permission for children to participate in the programme ♦ Not allowing the children to be unsupervised at any time ♦ Identify children with medical problems e.g. diabetes, asthma etc and checking on their needs with teachers ♦ Identifying children with special needs or behavioural problems and working with Teachers, Parents or Special Needs Staff to enable them to gain the most benefit from the programme in the safest possible way. ♦ Inappropriate language or behaviour by children to be discussed with the Teacher and the child may be withdrawn from the programme for a short or long term period if appropriate – zero tolerance for on road incidents. ♦ If children do meet the required standards they will not be permitted to participate in on road sessions. ♦ It is recommended policy that children under the age of 10 (Year 5) do not ride to school without adult supervision, therefore any child under year 6 will be ineligible to participate in any on road sessions with the programme.	♦ Following CEG Traffic Management Plans ♦ Instructors trained in cycle maintenance and helmet fitting ♦ Maintenance checks on sponsored cycles and helmets and all cycle safe teaching equipment – records kept of all work carried out ♦ Full cycle and helmet maintenance check for children participating in the programme. Completed form to be sent home for parent/caregivers advising equipment that needs to be replaced or repaired - copy to teachers to monitor class. ♦ Unsafe equipment not used at any time ♦ Instructors to report any new hazards or incidents using appropriate forms stored in vehicles or accessed on the intranet ♦ Care taken when storing and handling chemicals e.g. bike grease and maintenance sprays ♦ CCC & Cycle Safe Vehicle Policy & operational guidelines followed at all times ♦ Instructors to have appropriate van/trailer driver training ♦ Children are not permitted in the trailer at any time. ♦ 2 people are to be used to open and close the trailer door at all times ♦ Before towing the trailer check chain & D-bolt attached, electrical plug pushed in, coupling is firmly connected and wheel up ♦ Use hazards lights when driving in school grounds and use another person to guide you if reversing. ♦	♦ Sunblock provided in vehicles for Instructors and children ♦ Cycle Helmets, Flouro Safety vest & ankle straps, Sunhats and protective eyewear provided for instructors ♦ Regular skin checks provided for instructors ♦ In the event of inclement weather or during fog/ice outdoor sessions are to be rescheduled. ♦ Pre visit School survey to identify hazards within the area ♦ Mapping school area to provide children with a challenging but safe on road course that does not use Transit governed roads ♦ Gaining school approval of the course before going on road – making adjustments if recommended or if at school varying route in a contingency situation e.g. around road works ♦ Only teaching children within approved areas or on road courses ♦ Instructors ride the planned route before taking the children on road to familiarise themselves with area and identify any hazards ♦ On road ratios of 1 instructor to 6 pupils – providing extra instructors for larger groups. ♦ Appropriate pre on road briefings for children ♦ Abide by all road rules at all times ♦ Instructors to report & record any on road "motorist" or first aid incidents in manual ♦ Following CCC Traffic Management Plan & Cycle Safe Specific Plan

	♦ All children are to receive a certificate advising competencies achieve and advising if adult supervision is recommended ♦ Instructors trained in first aid procedure & have current 1st aid certificate ♦ Instructors to have a police and NZTA Licence check upon employment to identify suitability to work with children.	♦ Do not unload the trailer if not attached to the van. If it needs to e stored unattached block the wheels to prevent it rolling.	♦ Children and Instructors to wear cycle helmets, hair protectors if using CSP helmets and suitable clothing/footwear at all times during the programme. ♦ During on road sessions Flouro Safety Vests are to be worn by instructors and children ♦ Instructors to carry first aid kit, multi tool and cell phone for all on road sessions
Schools additional risk management strategies:			

Emergency Plans (what actions will be taken if an incident occurs)	Secure scene, check all students safe.
	Check person/s involved
	Phone emergency service if required
	Inform Senior Instructor
	Senior Instructor to contact & inform Principal/Teacher & Team Leader
	Senior to arrange other students safe return or to join other groups & organise bike/helmet of person/s involved
	Instructor/s to fill in any required incident reporting forms.
	Instructor/s must complete CCC "Hazards / Near Miss & Minor / Serious Harm form" & return to Team Leader

Additional Information

Ratio (Staff to students)	
	On-road no more than 1 Instructor : 6 students
	In class up to 5 Instructors per class

Management Approval

Signature	
Date of Approval	
Revision Date	