

RAMS: Risk Management Plan (schools)

School _____

Activity Conservation work and activities on Motuihe Island (nursery work/bush walk/seed collecting/beach clean-up).

Instructors _____

Location: Motuihe Island

Group: _____

Date: _____

ANALYSIS	DESCRIPTION		
RISKS Accident, injury	<ul style="list-style-type: none"> ⇒ Sprains/strains/fractures ⇒ Bruising ⇒ Blisters ⇒ Cuts ⇒ Sunburn ⇒ Cold ⇒ Allergies to insects or plants, particularly bee or wasp stings ⇒ People getting lost or left behind 		
CAUSAL FACTORS Hazards, perils, dangers	PEOPLE	EQUIPMENT	ENVIRONMENT
	<ul style="list-style-type: none"> ⇒ Slipping whilst walking on uneven or muddy ground ⇒ Inadequate clothing/footwear ⇒ People wandering off or getting left behind ⇒ Incorrect tool use ⇒ Lack of supervision or training. 	<ul style="list-style-type: none"> ⇒ Spades and shovels. 	<ul style="list-style-type: none"> ⇒ Weather conditions ⇒ Wasp/bee nests ⇒ Cliffs ⇒ Muddy areas ⇒ Uneven ground ⇒ Irritant plant species.

RISK MANAGEMENT STRATEGIES	Normal Operation	<ul style="list-style-type: none"> ⇒ Correct footwear and clothing for situation – closed shoes, warm clothes, optional gloves. ⇒ Carry waterproof jacket ⇒ Sun block and sun hat ⇒ Training on tool use, and supervision during activities ⇒ Adults and leaders present at appropriate ratio for supervision ⇒ Know numbers in group before leaving, and check at appropriate intervals, including before departure. 	<ul style="list-style-type: none"> ⇒ Training on tool use ⇒ Carry First Aid kit with survival equipment. ⇒ Take required medication ⇒ Take fully charged cell phone. 	<ul style="list-style-type: none"> ⇒ Check area before trip ⇒ Assess weather forecasts and conditions prior to trip ⇒ Check for bee/wasp/plant allergies & take appropriate medication. ⇒ Stay well back from cliff edges.
	Emergency	<p>IN THE CASE OF AN ACCIDENT OR MEDICAL EMERGENCY:</p> <ul style="list-style-type: none"> ⇒ Make sure it is safe for you to intervene, and that all uninjured parties are safe ⇒ First Aider to administer First Aid ⇒ Call 111 if necessary and ask for ambulance services ⇒ Coordinate and reassure non-injured parties, and ensure that the injured person(s) are not crowded ⇒ Send a runner back to the Motuihe Trust nursery area to inform them of the incident. <p>IN THE CASE OF FIRE OR OTHER EMERGENCY:</p> <ul style="list-style-type: none"> ⇒ Immediately ensure that all teachers, supervisors and Group Leaders are aware of the emergency ⇒ Proceed as safely and quickly as possible to the assembly point (Wharf bay or Ocean Beach near the wharf, or in case of tsunami, the trig.) ⇒ Gather quietly into assigned groups ⇒ Group Leaders or teachers are to do a roll call to account for all persons in their group. ⇒ Everyone is to stay in groups at the assembly point until the “All Clear” is given by the Motuihe Trust. <p>EQUIPMENT NEEDED:</p> <ul style="list-style-type: none"> ⇒ First Aid kit and fully charged cell phone. 		

National standards applicable

Policies and guidelines recommended (activity specific)

Minimum skills required by activity leaders/assistants

First Aid certification (School teachers and/or Motuihe Island contractor or volunteer).

Final Approval Accept _____ Reject _____

Comments: