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| RAMS: Risk Management Plan (schools) | | | |
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| School |  | | |
| Activity | Conservation work and activities on Motuihe Island (nursery work/bush walk/seed collecting/beach clean-up). | | |
| Instructors |  | Location: | Motuihe Island |
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| Group: |  | Date: |  |
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| **aNalysis** | | **Description** | | | |
| **risks**  Accident, injury  other forms loss | | * 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** |
| * 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. | * Spades and shovels. | | * Weather conditions * Wasp/bee nests * Cliffs * Muddy areas * Uneven ground * Irritant plant species. |
| **risk management strategies** | Normal Operation | * 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. | * Training on tool use * Carry First Aid kit with survival equipment. * Take required medication * Take fully charged cell phone. | | * 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 | **IN THE CASE OF AN ACCIDENT OR MEDICAL EMERGENCY:**   * 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.   **IN THE CASE OF FIRE OR OTHER EMERGENCY:**   * 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.   **EQUIPMENT NEEDED:**   * First Aid kit and fully charged cell phone. | | | |

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| **National standards applicable** | | | | |
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| **Policies and guidelines recommended (activity specific)** | | | | |
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| **Minimum skills required by activity leaders/assistants** | | | | |
| First Aid certification (School teachers and/or Motuihe Island contractor or volunteer). | | | | |
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| **Final Approval** | Accept |  | Reject |  | |
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| **Comments:** | | | | |