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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, injuryother 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
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| **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.
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| **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.
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| 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:** |