



55C Redruth Street, Timaru

RAMS Form (Risk Assessment and Management System)

Date of visit:

Arrival time:

Departing time:

School / Group:

Adult in charge of group:

Number of students:

Number of adults visiting:

Eco Centre Contact:

Key Activities:

HARM What risks are there?	HAZARDS Why would this happen?	CONTROLS How can we prevent it?	EMERGENCY RESPONSE PLAN What do we do if something goes wrong?
Minor first aid incident or injury, missing person	<ul style="list-style-type: none"> - Poor safety instruction - Lack of correct equipment - Poor supervision - Student not following instructions - Student wondering off - Unfinished areas outside causing risk - Tiredness, peer pressure, being cheeky - Pre-conditions (asthma, allergy etc) 	<ul style="list-style-type: none"> - Adult in charge of the group to provide information on students that the Eco Centre needs to be aware of (health, behaviour, other) - First Aid kit up to date - Relevant adult to student ratio - Instructors to give clear boundaries and identify specific risk - Clear instructions and boundaries given during down time - Boundaries outlined, especially of the outside areas that are not completed and an increase risk 	<ul style="list-style-type: none"> - Provide first aid at Eco Centre - Deal with the incident - Adult in charge to contact parents if relevant - Report the incident in the Eco Centre reporting system
Serious injury	<ul style="list-style-type: none"> - Poor safety instruction - Lack of correct equipment - Peer pressure to participate beyond expertise - Poor supervision - Overconfidence 	<ul style="list-style-type: none"> - Adult in charge of the group to provide information on students that the Eco Centre needs to be aware of (health, behaviour, other) - First Aid kit up to date - Instructors to give clear boundaries and identify specific risk - Clear instructions given for each activity 	<ul style="list-style-type: none"> - Call 111 - If safe to do so provide first aid to keep them as comfortable as possible - Keep school and parents informed (Adult in charge of group)

		<ul style="list-style-type: none"> - Relevant adult to student ratio - Clear instructions and boundaries given during down time - Tasks assigned are relevant for the ability of the group 	<ul style="list-style-type: none"> -Hospitalisation - One adult to go to hospital with injured student and the other adults to stay with group - Parents may come to the Eco Centre if required -Report to the incident in the Eco Centre reporting system
Environmental Disaster	<p>Extreme event:</p> <ul style="list-style-type: none"> - Earthquake - Fire - Flood - Lightning strike - Tsunami - Dust storm 	<ul style="list-style-type: none"> - Visit will not happen if any risk factors are apparent prior to the visit. Eco Centre and Adult in charge can make the call - Unpreventable if environmental disaster occurs with no pre-warning (e.g. Earthquake) - Keep informed with Civil Defence information 	<ul style="list-style-type: none"> - Call 111 and / or Principal of school if incident occurs during the visit - Cancel or postpone visit if any danger - First aid kit - Follow Civil Defence information
Extreme Weather Conditions	<ul style="list-style-type: none"> - Rain, wind, snow - Temperature extreme highs or lows 	<ul style="list-style-type: none"> - Visit to be postponed in severe weather that could affect safety - Withdrawal of a specific activity if deemed unsafe (Eco Centre or Adult in charge can make the decision at the time or before) - Keep informed with Civil Defence information 	<ul style="list-style-type: none"> - Call 111 and / or Principal if incident occurs during visit - Cancel or postpone visit if any danger - First aid kit - Follow Civil Defence information
High landfill gas levels	<ul style="list-style-type: none"> - Methane and other gas levels seeping from the landfill are monitored at the Crow's Nest 	<ul style="list-style-type: none"> - Out of our control 	<ul style="list-style-type: none"> - If levels cause an alert, we will be notified by the Crow's Nest to evacuate the area immediately - Meet at the front gate on Redruth Street unless advised differently
Resource Recovery Park Siren is activated	<ul style="list-style-type: none"> - Hazard at the Resource Recovery Park that could affect those at the Eco Centre 	<ul style="list-style-type: none"> - Out of our control 	<ul style="list-style-type: none"> - Make our way to the main entrance of the Resource Recover Park on Redruth Street and wait for the further instruction
Contractors working on site	<ul style="list-style-type: none"> - The Eco Centre is work in progress (especially the outside area) so there may be contractors working 	<ul style="list-style-type: none"> - Communicate with contractors: - Let contractors know before hosting an event if it is an inconvenient time for work to be done - Find out the risks involved - Let the contractor know our intentions for the day - Make it clear to the visitors where is out of bounds and what risks the contractors work involves for them 	<ul style="list-style-type: none"> - Follow the injury plan - Communicate with all involved

Animals - Pest Control	<ul style="list-style-type: none"> - Rodents - Stray cats / dogs - Seagulls and other birds - Birds come inside the building when a door is left open 	<ul style="list-style-type: none"> - Vermin control - Timaru District Council Contractor Pest Control programme for Cats and Vermin - Eco Centre to be made aware of any Bird Control Shooting by RRRP Contractor / TDC before they commence - Bird Control by Landfill Contractor - Keep doors closed (further investigation happening on options here) 	<ul style="list-style-type: none"> - Inform the Eco Centre volunteer or worker of sightings - If it needs removed by professionals contact John Wilson from Crow's Nest for guidance
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Are there group members requiring special consideration? e.g. Health, behaviour, limitations?

The adults accompanying the group must act responsible at all times and set and maintain appropriate standards for the students. We all must follow the schools **“Code of Conduct”**. No alcohol, cigarettes or other than prescribed drugs are to be taken or consumed at the South Canterbury Eco Centre, Treat all adults and students with respect, Have a clear understanding of expectations and responsibilities and role they will be fulfilling. To be discussed with each class before the visit. Safety Plan read through with classes and issues clarified. Groups also using teacher aides, parents and other forms of adult help should meet this help in advance to explain expectations and strategies and discuss issues.

Approved by

South Canterbury Eco Centre: _____

Signed: _____ Date: _____

Visiting group representative: _____

Signed: _____ Date: _____