xxxxx School Risk Analysis/Management Form (RAM)

Signed by Principal: Signature, date.**Principal: C. Stevenson**

*Copy to Chair, for school file & to attending staff: Yes.* **Date:**

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| Event: New Plymouth End of Term Day Trip. Duration (approx): 8.00am – 5.00pm. Roll: xx children | | |
| Class: Whole School (Yr 1-8). Date of activity/ies: xxxxxxx Location: NP City. | | |
| In an Emergency – **STOP! THINK! DO!**  **STOP** – Don’t Panic **THINK** – Assess and Plan **DO** – Look after everyone | | |
| **Risk Identification (R.I)**  Identification of hazards that may exist. | **Risk Management (R.M)**  Systems and planning to minimize risk. | **Coping with Emergencies (C.P)**  Action in the event of an emergency. |
| -Travelling to and from New Plymouth.  - Possible vehicle accidents (while in transit). | All seatbelts are used (including booster seats required). Children to remain seated while vehicle is in motion. Getting in and out of the vehicles safely and waiting for staff to give direction. All vehicles are safe and legal. Children remain seated and not distracting driver while vehicle is in motion.  *Extra travelling notes:*  *-Masks to be worn in all vehicles at all times by children and adults, (only if Covid requirements require this)..* | Any unsafe behaviour to be dealt with by staff.  Staff in the vehicle to take charge and ensure all children are safe. Contact emergency services/ parents if required. Children know to follow staff instructions.  Use other staff member (who is also a current first aider), to provide extra medical assistance if required. We will also have a school first aid kit.  Children know where to meet up should an emergency happen, although 2 staff will be with the children at all times. |
| - Civil emergency while in New Plymouth, (which could include a tsunami as we will be near the beach). | All children and staff will know and follow the instructions of the venue staff, and/or will follow the directions of school staff.  If we get a tsunami warning, immediately move the kids to the highest point asap. | As stated in RM.  Principal will contact BOT Chair/Parents to let them know what is happening as soon as practicable. |
| - Child gets separated from group. | A head count is regularly taken. Staff have eyes on children at all times Children told the rules of not wandering off. Buddy system used with younger children if necessary, (although staff will stick with our two youngest ones). Buddy system used with any children using toilets. If any kids do get separated on this trip, regroup, and Principal to take charge. | One staff member will stay with the main group, and principal will take charge of locating the child. If child is unable to be found, police are contacted, and then BOT Chair notified and asked to contact parents to keep them updated. |
| Allergies or reactions to environmental factors | Ensure that first aid kit is taken, and any relevant medication is taken on the trip. A staff member is a trained first aider and will be attending on this trip. | Notify trained staff member. If further medical attention is required, then take this action, and notify parents. |
| Toilet safety | Use the buddy system with any child who needs to use the toilet.  All children know to check with a staff member BEFORE going to the toilet | Notify venue staff/authorities if any unsafe behaviour is noted from others towards our children. |
| Injury to child either during activities or during moving from one venue to another. | To discuss expectations to all children both before the trip as well as when we get to each venue. This to include road safety and pedestrian etiquette which will also be discussed with all children. | See trained staff member and/or venue staff for any advice and request further medical attention if required. If any further medical assistance is required, to also contact parents to advise them. |
| Not all vehicles turn up to the specified destinations (for example when travelling apart such as to New Plymouth or back to xxxxx School). | All drivers have a cellphone and the staff have a list which has their phone numbers. If any parents are running late, due to an accident, breakdown etc, to let the principal know. If the vehicle has not turned up as the ETA, principal to try to contact the driver by phone. | If this is due to an accident or breakdown (and if it is appropriate), then one staff member is to remain back with the main group (with parent help to assist), and the Principal is to go back to site to assist the ‘lost group’. If this is due to an accident, all parents of those children involved, are to be notified of what has happened. |

xxxxxx School Day Trip Planner to New Plymouth on xxxxxxxx.

This is our planned activities and approximate times for the attached RAMs day trip to New Plymouth City on the above date.

Contact cellphone taken: 0xxxxxxxx.

7.45am/8.00 - Make sure we have everything. Depart school.

10.00 - Suggest parking at Centre City Car Park, 9 Ariki Street (large carpark).

10.15 - Puke Ariki Museum, 1 Ariki Street. No food or bags, or bags must be carried around museum.

12.00/12.15 - Depart from Puke Ariki.

12.30 - Lunch (Pizza) at Windwand/Beach Broadwalk, (approx. 5 mins from Museum). If wet, perhaps go to foodcourt nearby.

1.00 - Head to Bowlarama/Black Light Mini Putt. 188 Devon Street West. 06-7578169.

1.15 - Bowling (**\* must have socks**), then Mini Putt (both are in the same building).

2.45 - Depart Bowlarama. Pick up some afternoon tea along the way.

3.30 - Depart for home.

ETA 5.00ish - Arrive back at xxxxxx School to drop off any remaining kids not dropped at home on the way back to school.

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| **Transport Arrangements (who is travelling with who)** | | **Vehicles used for this trip:** Private cars | | | Are masks required in cars: Yes / No | | |
| *Drivers: Parents and Staff involved* | *Children being transported* | | *Current WOF & Rege & Seatbelts* | *Type of Licence held by drivers* | | *Booster Seats required* | *Return Trip –*  *same organisation* |
|  |  | | Yes | Full | | 1 | Return / Yes |
|  |  | | Yes | Full | | 1 | Return / Yes |
|  |  | | Yes | Restricted | | 1 | Return / Yes |

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| **Other Details** | | | |
| First Aider: | Emergency car taken: Yes  (as we have 2 staff attending) | Medicine taken: N/A | First Aid Kit Taken: Yes |
| Are police vets required for parents:  No, as it’s only a day trip and parents are not being used to supervise any children without a teacher present. | Covid related info:  Not currently required. |  | Staff Ratios:  1:5 *(excludes parent help)*  Activities Risk Levels:  Low Risk |

Trip Checklist *(to be done at the school on the morning of the trip).*

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| Children | | | | Staff | | | |
|  | Mask |  | Using Toilets |  | Toilet rolls |  | Drivers License |
|  | Water bottle (filled) |  | School Uniforms |  |  |  | Car WOF/Rege’s/Seatbelts |
|  | Playlunch/bag |  | Socks (bowling) |  | Hand sanitiser |  | Permission Slips |
|  | Hats |  | Bags (stay in cars/carry) |  | Location Maps (drivers) |  | Parent Contact List |
|  | Permission slips |  | No food in venues |  | Fuel Card |  | Sunscreen |
|  | Behaviour, Manners |  |  |  | RAMs and Timetable |  | Maps for activities |
|  | Buddy System |  |  |  | Booster seats |  |  |
|  |  |  |  |  | First Aid Kit |  | Cellphone + Charger |
|  |  |  |  |  | Medication |  | Trip Uniforms |
|  |  |  |  |  | Staff & Parent Contactable Mobile Numbers |  |  |

Other Notes