**Brook Waimārama Sanctuary (BWS) Site-specific RAMS and emergency procedures for school visits and teacher P.D.  
(Risk register and hazard I.D.) EOTC Risk Assessment Form 2023**

*Risk index: L = Low, M = Medium, H = High, E = Extreme*

| **Hazard/Risk** | **Potential Harm** | **Risk Rating? How serious**  **is this?** | **Controls** | **Residual risk after controls** | **Responsibility of BWST** | **Responsibility of School/Group** |
| --- | --- | --- | --- | --- | --- | --- |
| A situation or thing with the potential to cause death, injury, or illness | How can it be prevented? First, try to e) eliminate, then m) minimise the risk |
| **People:** |  |  |  |  |  |  |
| **Existing medical conditions** | Incident,  Injury, death | H | m) schools/participants disclose relevant existing medical conditions and informs BWS Educators.  m) collect supervisor medical conditions via school forms and LEOTC documentation.  m) Precautions for pre-existing medical conditions such as increased supervision, boundary restrictions, and specialised equipment, including students/participants medication. | M | Pre-site assessment and supervisor email form complete Initiate any precautions required. | Collect relevant medical conditions – disclose them to BWS |
| Separation (missing person) | Incident, Injury, death | H | m) Boundaries, walking routes and entry and exit points made clear. Educators to keep control of the group by using clear instructions and reiterating boundaries. Parents/caregivers to provide.  m) Students to stay in the immediate proximity of the group.  m) Teacher keeps headcount at entry and exit from Sanctuary.  m) Parents, supervisors, and teachers must comply with Educator and BWS staff directions while on site.  The Educator and teacher are ready to attend to emergencies with first aid, emergency plan, medical records, medication and cell phone, and VHF radio (or BWS landline 03 5394920).  m) Head-count check before and after entry and exit through the main gate and on and off bus/vehicles  m) Educator will emphasise that groups must stay with the main group and FOLLOW  Educators lead instructions. | M | Clear boundaries and control of the group | Cooperate with any policies or procedures of BWST |
| Lack of communication | Incident, Injury, death | H | m) Communication device, cell phone and BWS radio  m) Non-reception areas noted via pre-site assessment  m) Language barriers identified  m) VHF radio for known non-reception areas | L | Check cell phone reception and understanding of instructions. 2Degrees has the best coverage | Advise of non-English speaking participants |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Inadequate supervision (ratios) | Missing person Minor incident | M | m) Adequate supervision is ensured by adult ‘supervisors’ provided by the school.  The ratio for Sanctuary is 1:8  m) Stay close – remain within audio and visual distance of the BWS Educator/ teacher or adult to communicate any hazards, minor incidents requiring first aid or medical  or more serious incident  If groups are larger, then radio telephones will be issued for lead and tail supervisors as appropriate. | L | Ensure supervision is adhered to control of the group in the Sanctuary. | Provide suitable supervisors comply with BWS Educators and staff directions, including the visitor centre, while at the BWS. |
| Inappropriate behaviour or fitness | Incident or Injury | M | m) Clear discipline guidelines are given to students and adults before walking and identifying potential hazards as part of the Sanctuary briefing.  m) The role of adult ‘supervisors’ is to assist and supervise the students at the Sanctuary. They are expected to follow instructions, be fit and healthy and free from the influence of drugs or alcohol.  m) Student behaviour issues discussed via pre-site assessment. | L | Conduct a clear briefing on expectations  Declare any major behaviour issues | Identify and discuss management for behaviour issues and provide appropriate support for students with special needs |
| Heat exhaustion/ hyperthermia/dehydration | Illness | H | m) Advised to wear adequate clothing.  m) Participants advised to have their own drinking water  m) Avoid direct sun  m) Advise schools to bring sunscreen where appropriate | L | Adequate briefing. Care of self | Students are encouraged to drink water. Minimise sun exposure. |
| Impairment due to drugs and alcohol | Incident, Injury | M | m) Use and persons under the influence of drugs and alcohol prohibited  m) Declaration and monitoring of staff and participants | L | Adhere to policy | Adhere to policy |
| Cardiac Arrest | Incident, Injury, death | E | m) medical conditions known  m) Screening participants  m) Emergency preparedness covered by BWS procedures and Operations Manager and Health and Safety Officer. A defibrillator is available in the Visitor Centre. | M | Educator leaders to keep control of the entire group during the visit | Medical conditions declared/discussed |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Environment:** |  |  |  |  |  |  |
| Weather conditions | Sunburn, exposure, hypothermia | H | m) Up-to-date weather forecast, pre-site visit and on-site assessment (if required). Realistic assessment of environmental conditions. Communicate with the school/participants if the event is cancelled via text, phone, or email.  m) Appropriate clothing, footwear worn  m) Sunscreen available. | M | Check the weather forecast.  Care of self | Communication with BWS.  School/participants to provide sunscreen to participants |
| Traps/pest control | Incident, Injury | M | m) obey all instructions and signage for traps and pest control.  m)do not touch any devices  m) stay with the group and comply with BWS Educator and staff directions | L | Educators, teachers, leaders, and parents to keep control of the entire group during the visit | Discuss dangers before entering the Sanctuary.  No touching of any traps or devices. |
| Unforeseen hazards  (Danger in the Forest) | Incident, Injury, death | M | m) During the visit, the BWS Educator may continually identify and manage hazards, be alert for your attention, in the event of unforeseen dangers (e.g., tree/branch fall, rockfall, conditions change), BWS educator advise and calmly organise evacuation to nearest safe point or re-group and make way back to assembly point sign in front of the visitor centre (no one returns alone) | M | Continually identify and manage hazards | Comply with BWS Educator/staff directions |
| Changing or unexpected weather conditions – hail or lighting storm | Incident, Injury, | M | m) Up-to-date weather forecast, pre-site assessment  Practical assessment of environmental conditions.  m) Halt activity if safety compromised | M | Sensible weather assessment, appropriate clothing | Educator to take charge |
| Falling Debris, including rocks and trees/branches, high drops along a track | Visitors struck Incident, Injury | H | m) Up-to-date weather forecast, pre-site visit and on-site assessment by BWS  Identify potential hazards (trees/branches, track surface, high drop-offs, etc.)  m) Safe location of entry and exit points and boundaries depending on conditions  m) Walking route defined by tracks and entry and exit point  m) BWS staff to know where all school/tour groups are and to be in radio contact.  m) highlighting dangers in the briefing and expectations, especially around high drops. | M | Check conditions suitable for the site | Comply with BWS Educator and staff |
| Earthquake, Fire, Flood | Incident, Injury | M | m) Refer to BWS emergency procedures on-site. | M | Calmly organise  Group evacuate site to the assembly point in front of the visitor centre | Educator activity leader to take charge |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Significant Falls leading to severe injury. Steep terrain, cliffs, loose surface  Wet rock - underfoot conditions, icy | Falls leading to Injury | H | **Organisation**  Footwear appropriate for the type of trip terrain – support, grip, tread (m)  Plan route to avoid terrain, staying on the track/ route (m)  **Leader**  Good management of cliff edges, and landslips, i.e., no closer than 3 m or one at a time across a slip (m)  Instruction on how to descent on steep, loose, slippery terrain (m) | M | Check conditions before the visit | Comply with BWS Educator and staff Check all footwear is adequate for tramping tracks. |
| Unidentified/ unexplained | Skin reaction, swelling, abrasions | M | m) collect information surrounding reactions to material/plant  m) communication with supervisor regarding possible reaction. | L | Site checked and monitored  BWS team are all first aiders. | School to ensure they have provided medical information |
| Bee/wasp sting, Spider bite, Stinging nettle etc. | Allergic reaction or anaphylaxis | E | m) Participants with anaphylaxis identified via pre-site assessment | M | Identified participants with  anaphylaxis | The school ensures medication and medical action plans |
| Sharp rocks and slippery surfaces | | Injury/fall/slip | M | m) No running on tracks, clear boundaries, and supervision when on-site, walking and around the visitor centre and toilets.  m) Locations of probable slippery surfaces identified during the briefing. | L | Identification of hazards | Supervision for activities |
| Sharp sticks/ logs, Broken glass | | Injury | M | m) check the site for hazards  m) Pre-warn groups of site-specific hazards  m) First aid kit on hand | L | Advise groups of known hazard areas | Supervision for activities |
| Cold /exposure/temperature | | Hypothermia | E | m) Weather forecasts are used to establish likely weather conditions before activity and pre-site assessment on the day  m) Participants advised to bring warm clothing  m) Brief participants on the danger of hypothermia  m) Appropriate clothing worn for the duration of activity for conditions and location | H | Provides adequate protection for conditions. Keep watch of the entire group | Supervisors check group |
| Infection risk – microbes, COVID | | Illness | M | m) Follow sanitisation policy | L | as per policy | Comply with BWS instructions |
| Insect bites, sandflies | | Minor Injury | L | m) Pre-warn groups of site-specific hazards.  m) Carry repellent | L | Advise groups if a known hazard | Supervision for activities |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Poison due to reaction or ingestion of plant material | Illness | M | m) Supervision of the group through Educator. I.D. and use of suitable rongoā plants only during the tour. Emphasise the risks of Tutu and remind them never to eat plants, mushrooms, or berries if in any doubt. | L | Plant assessment and pre-site assessment | Comply with BWS instructions |
| Rising water levels, Flash Flood | Incident, Injury, death | E | e) Advance warning of a weather event  e) No access to BWS if there is a confirmed weather warning for the area  m) Be alert for the signal from BWS Educator/staff in the event of unforeseen dangers calmly organise evacuation to nearest safe location or re-group and make way back to assemble at the visitor centre assembly point. Supervision while in the stream bed. | M | Weather assessment and flood warning check | Comply with BWS instructions |