

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>m) Adequate supervision is ensured by adult 'supervisors' provided by the school. The ratio for Sanctuary is 1:8</p> <p>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</p> <p>If groups are larger, then radio telephones will be issued for lead and tail supervisors as appropriate.</p>	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	<p>m) Clear discipline guidelines are given to students and adults before walking and identifying potential hazards as part of the Sanctuary briefing.</p> <p>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.</p> <p>m) Student behaviour issues discussed via pre-site assessment.</p>	L	<p>Conduct a clear briefing on expectations</p> <p>Declare any major behaviour issues</p>	Identify and discuss management for behaviour issues and provide appropriate support for students with special needs
Heat exhaustion/hyperthermia/dehydration	Illness	H	<p>m) Advised to wear adequate clothing.</p> <p>m) Participants advised to have their own drinking water</p> <p>m) Avoid direct sun</p> <p>m) Advise schools to bring sunscreen where appropriate</p>	L	Adequate briefing. Care of self	Students are encouraged to drink water. Minimise sun exposure.
Impairment due to drugs and alcohol	Incident, Injury	M	<p>m) Use and persons under the influence of drugs and alcohol prohibited</p> <p>m) Declaration and monitoring of staff and participants</p>	L	Adhere to policy	Adhere to policy
Cardiac Arrest	Incident, Injury, death	E	<p>m) medical conditions known</p> <p>m) Screening participants</p> <p>m) Emergency preparedness covered by BWS procedures and Operations Manager and Health and Safety Officer. A defibrillator is available in the Visitor Centre.</p>	M	Educator leaders to keep control of the entire group during the visit	Medical conditions declared/discussed

Environment:						
Weather conditions	Sunburn, exposure, hypothermia	H	<p>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.</p> <p>m) Appropriate clothing, footwear worn</p> <p>m) Sunscreen available.</p>	M	Check the weather forecast. Care of self	Communication with BWS. School/participants to provide sunscreen to participants
Traps/pest control	Incident, Injury	M	<p>m) obey all instructions and signage for traps and pest control.</p> <p>m)do not touch any devices</p> <p>m) stay with the group and comply with BWS Educator and staff directions</p>	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	<p>m) Up-to-date weather forecast, pre-site assessment</p> <p>Practical assessment of environmental conditions.</p> <p>m) Halt activity if safety compromised</p>	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	<p>m) Up-to-date weather forecast, pre-site visit and on-site assessment by BWS</p> <p>Identify potential hazards (trees/branches, track surface, high drop-offs, etc.)</p> <p>m) Safe location of entry and exit points and boundaries depending on conditions</p> <p>m) Walking route defined by tracks and entry and exit point</p> <p>m) BWS staff to know where all school/tour groups are and to be in radio contact.</p> <p>m) highlighting dangers in the briefing and expectations, especially around high drops.</p>	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