

RAM – Education

Risk Assessment and Management Form



The following **Risk Assessment and Management** form is to assist school teachers to plan a school excursion to Te Puia.

The purpose is to identify:

- Possible hazards
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimize the extent of an injury

Te Puia's Adult:Student Ratio Pre-School 1:1 Primary 1:4 Secondary 1:7 Tertiary 1:20

Undesired Event(s)		Accidents/injury incurred in the Geothermal Reserve Area, Marae Ātea at Te Puia.		
		PEOPLE	EQUIPMENT	ENVIRONMENT
Factors Causing Accidents		<ul style="list-style-type: none"> ● Venturing off defined walk-ways in the geothermal valley. ● Not listening to Te Puia staff's instructions. ● Careless behaviour. ● Running. ● Poor group control. ● Overcrowding. 	<ul style="list-style-type: none"> ● Unsafe facilities such as viewing areas, bridges. ● Provision of inspection registers. 	<ul style="list-style-type: none"> ● Objects on walkway. ● Wet weather. ● Earthquakes, eruption. ● Dark spaces – Kiwi House. ● Wet floors/ surfaces.
Risk Management Strategies		<ul style="list-style-type: none"> ● School groups briefed by Te Puia staff as to appropriate behaviour required before entering our facility. ● Group must be kept together at all times & under supervision. ● Head count before entering and during, parent responsible for tail end. ● All Te Puia staff to carry R.T. ● Accident register kept in first Aid room 	<ul style="list-style-type: none"> ● Regular inspection of facilities. ● All structures and bridges certified. ● Clear signage and guide map. 	<ul style="list-style-type: none"> ● All pathways maintained. ● Hazards clearly marked and fenced. ● Te Puia staff to adjust tour depending on weather conditions and visiting group's behaviour.
Te Puia Staff Requirements		<ul style="list-style-type: none"> ● Knowledge of First Aid and Basic First Aid. ● Knowledge of evacuation procedures in case of eruption, earthquake and/or fire. ● Knowledge of emergency procedures for injured person. 		

Please complete the following and return with EDVisit Booking Form:

School's confirmed Adult:Student Ratio: Adult ___ : Student ___

Teacher in charge: _____ Principal: _____