



RAMS

Risk Analysis and Management for Groups of Children / Students

The Purpose of this RAMS document is to identify

- Possible hazards while a school group is on an excursion to the Buried Village of Te Wairoa
- Measures that will eliminate, isolate or minimize these identified hazards
- The action to control and minimize the likelihood of any risks being realized

Version number 2.0 Renewed on the 16.04.2025 Valid through to the 16.04.2026

Venue Information	Location: 1180 Tarawera Road, Rotorua
Key Contacts	Amanda McGrath amanda@buriedvillage.co.nz
BOOKING ENQUIRIES	07 3628287 discover@buriedvillage.co.nz

Suggested Ratios (Adults to Children)	Year 1-4	1:5	Year 5-8	1:7	Year 9-13	1:10
--	----------	-----	----------	-----	-----------	------

The Buried Village is committed to maintaining a safe and healthy environment. We ask that all groups adhere to the following information to help us to keep your trip safe and enjoyable.

Policies

- Groups are met and given a safety briefing during the guided talk at the start of their visit
- Please do not allow children to be unattended in the car parking area
- Please note our recommended ratios of Adults to Children as listed above
- Our First Aid Kit and Defibrillator is located at the Main Reception
- Staff have knowledge of first aid procedures, and we always have at least one Certified First aider onsite
- All Children must be supervised by an adult at all times
- Please respect other visitors by keeping noise levels reasonable, staying on the marked paths and not running around the tracks

Below is a list of identified hazards onsite at the Buried Village. Please notify us at the front counter if you notice a new hazard.

Hazard	Prevention and Minimization	Action
<i>Traffic Hazards in Carpark – Entrance / Exit</i>	<ul style="list-style-type: none"> • Gather groups undercover in front of the main building not in the carpark • A guide will meet you off the bus and show you where to enter • Keep children away from the bus during your visit and ensure an adult goes with them if they need to return to the bus • Keep children out of the carpark wherever possible • Bus drivers to use correct entrance and exits • Ensure bus is stopped before disembarking • Ensure all children are on the bus before leaving • Bus drops group in designated BUS park and does not reverse in the carpark 	<ul style="list-style-type: none"> • Group supervisor notifies staff of accident / injury or near miss. • First aid administered • Call 111 if required • Incident report to be completed with the group supervisor before leaving • Details of any drivers involved to be recorded
<i>Stream Walk</i>	<ul style="list-style-type: none"> • Rails are present where the stream is over 1m deep • Our stream is home to native species and is a place where trout spawn – Please stay out of their home 	<ul style="list-style-type: none"> • Adults are responsible for the children staying clear of the stream • If a child falls into the water please notify staff at the front reception
<i>Waterfall trail – Steps, Bridges and Staircases</i>	<ul style="list-style-type: none"> • Barriers and Handrails on staircases • A high level of adult supervision is required on the waterfall trail • Students must walk NO running is permitted • Daily waterfall track monitoring is done to check for new hazards • Safety signs in place 	<ul style="list-style-type: none"> • Adults to read safety signs to children and maintain a high level of supervision while on the waterfall trail • Incase of an accident send a pair from the group to the main reception area – Staff are trained to deal with these incidents
<i>Lost of Missing Student</i>	<ul style="list-style-type: none"> • Keeping to the suggested ratios of Adults to Children will make close supervision easier • Children need to be told to stay with their designated adult at all times • Regular head counts to be undertaken by School staff / adults 	<ul style="list-style-type: none"> • Teacher to do a roll check • Teacher to advise name and description of student • Buried Village Staff and teaching staff to conduct a property search • Notify Operations Manager • Call Police if child not found
<i>Uneven surfaces / Paths</i>	<ul style="list-style-type: none"> • Paths are checked every morning to ensure no new hazards • Students and teachers take care to avoid slips and trips by ensuring they walk around the park and do not run • Ensuring supervision of students at all times • Keep to the marked paths at all times 	<ul style="list-style-type: none"> • For minor injuries: First Aid Kit at Front reception – Staff will ask injured person details about the injury and complete an injury register form • Current first aid certificates held by most staff • For Major injuries: Call 111

<i>Emergency Evacuation of the Building</i>	<ul style="list-style-type: none"> • Our guide will inform the group of the emergency procedures and evacuation meeting place during the talk at the start of the visit • Class Teachers / Group Leaders must bring a group roll 	<ul style="list-style-type: none"> • Follow practiced evacuation procedure • Evacuate out the nearest fire exit to the evacuation point at the front of the carpark • Follow directions of Buried Village staff
<i>Going to the toilet / leaving the group</i>	<ul style="list-style-type: none"> • Teachers to tell students that if they need to use the bathrooms or they are leaving the group they must tell an adult with the group 	<ul style="list-style-type: none"> • Visiting school staff know where students are at all times
<i>Specific Student Ailment</i>	<ul style="list-style-type: none"> • A good level of fitness is required for our waterfall walk – Students with specific conditions must have the appropriate medication with them if necessary • A wheelchair is available onsite 	<ul style="list-style-type: none"> • For minor injuries: First Aid Kit at Front reception – Staff will ask injured person details about the injury and complete an injury register form • Current first aid certificates held by most staff • For Major injuries: Call 111
<i>Weather related Hazards – Sunburn, dehydration</i>	<ul style="list-style-type: none"> • Checking weather forecast prior to visit and teachers are to advise students to be suitably prepared for the elements – raincoats , sunhats, sunblock • Water is available at our café FOC and café staff will refill drink bottles 	<ul style="list-style-type: none"> • Buried Village staff will remind students of safe behavior in wet conditions at the start of the trip • School staff to remind students about reapplying sunblock, wearing hats, raincoats
<i>Cell Phone reception</i>	<ul style="list-style-type: none"> • Wi-Fi available • Cell phone reception is now available but can be patchy in some parts of the park • Data on own mobiles may be limited in some places e.g. waterfall trail • Telephone available onsite and for emergencies 	<ul style="list-style-type: none"> • Please let us know if you need to make a phone call / have an emergency
<i>Virtual Reality</i>	<ul style="list-style-type: none"> • Children under 8 are not recommended due to head size and headset fit • No people with pacemakers or heart conditions • Loud noises and sudden bursts of light in • Guide needs to be listen to carefully and all instructions need to be followed for children and adult participants • Cords can be tripping hazards if not returned to correct positions 	<ul style="list-style-type: none"> • Please request the waiver specific to the virtual reality if your group is intending to participate in the VR experience

Handy Tips

Buses and Parking

- Please use the Bus Bay located at the front of the building to unload and load your students
- Group vehicles to use the general carpark and supervisors are responsible for getting children to the main building safely

Security

- It is best that all bags are left on the bus or vehicles the students arrived in – if you are having Morning Tea / Lunch / Afternoon tea here we can sort a dry place for bags but cannot guarantee security.

Photography

- Please take photos and videos! You can share them if your school allows this - using the #buriedvillage or tagging us @buriedvillage

We look forward to welcoming you to the Buried Village.