



Rotorua Heritage Farm



The Farm Tour Risk Analysis and Management (RAMs) Form **School Visits**

Students visiting the Farm Tour

We ask please that these guidelines be shared with every member of your group.

- Must understand the potential hazards while on the Farm Tour and be aware of the appropriate behavior expected.
- Must understand the importance of listening to staff members and teachers and following instructions.
- Students and teachers are not permitted to bring food or drinks onto the Farm.
- Student to teacher ratio must meet their schools' policy. We recommend students below 10 years to be accompanied by a ratio of 1 teacher to 5 students. For students over the age of 10 we recommend a ratio of 1 teacher for every 10 students. Teachers accompanying an infant should not be included in this ratio.

Policies and Guidelines

- Only a maximum of 45 people outdoors on each trailer at any given time.
- Emergency and Evacuation procedures are explained to all individuals
- Our first Aid kit is kept on the tractor and is easily accessible.
- There is always a member of staff on site with first aid training.
- All staff are aware and trained in procedures concerning evacuation and emergency situations.
- All staff are trained on how to carry out accident reporting.
- All staff are up to date and trained on health and safety requirements and legislation.
- Upon entry school groups will be greeted and briefed on all important information by a staff member.



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Identified Hazard	Causes	Prevention and Management
Personal accident or injury due to slip and fall areas.	Ignoring signage, ignoring instruction or Farm rules, general carelessness, pushing or tripping another person	All walkways and areas of access are clear of obstruction and are well maintained. Signage will be used where necessary. Will fill out accident report.
Emergency situation (for example, natural disaster or fire)	Natural incident, general carelessness, intentional or accidental	Implement emergency procedure, report any intentional behavior, cannot prevent a natural disaster, keep flammable substances locked away.
General site safety and maintenance	Carelessness, area is not considered to be out of line with health and safety policies, ignoring signage or company policy	Regular maintenance and visual checks of all site areas, any issues are immediately reported and dealt with, site maintains health and safety standards and policies

This information is for the enjoyment and safety of school groups that are visiting the Rotorua Heritage Farm. We would like to welcome you to The Farm Tour and thank you for choosing to spend your time with us.

To enhance your Farm Tour experience, we ask that you follow our guidelines and recommendations.

For further information or any questions please contact info@3dtrickart.co.nz or call us on : +64 (0) 7 349 0920